



**Zaheer Akhter**  
PA to Principal/Admin Officer

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Rahimyar Khan, Pakistan

## Summary

To avail the opportunities available and attain better future.

## Skills

- Computer Hardware
- DHTML
- Visual Basic 5.0/6.0
- Computer Network Operations
- HTML
- Window
- Corel Draw
- Microsoft Office

## Experience

### PA to Principal/Admin Officer

H.H. Sheikh Khalifa Public School, Rahimyar Khan, Pakistan Jul 2010 - Present  
Currently working in H.H. Sheikh Khalifa Public School as P.A to Principal. Additionally, working as Transport Incharge and Purchases Officer.

### Trainee

Zarai Taraqati Bank Limited, Rahim Yar Khan, Rahimyar Khan, Pakistan Feb 2010 - Oct 2010

### Graphics Designer and Computer Operator

Prime Printing Servics, Rahim Yar Khan, Rahimyar Khan, Pakistan Jan 2002 - Feb 2006

## Education

### Virtual University of Pakistan

MBA 2009

## Languages

English  
Intermediate

Urdu  
Intermediate