

Haseeb Ahmad

Contact: +971581281200

Email: haseeb1ahmad486@gmail.com

Visit Visa Valid till 17-12-2023

Visa Status: Visit Visa



CAREER OBJECTIVE:

Dedicated and detail-oriented office assistant seeking a challenging role to leverage organizational and administrative skills in a dynamic work environment, contributing to increased efficiency and seamless office operations. Eager to apply excellent communication and multitasking abilities to enhance workflow and optimize office functionality.

CAREER PROFILE

Office Assistant with more than 03 years of experience

Planning

Team Management

Data Entry

- Maintain the Overall Data of Staff.
- Maintain the Overall data Sale,Purchase.
- Make All Reports and timely send to CEO.
- Managed office supplies,

SKILLS:

Decision Making

Creativity

Research skill

Typing

Customer service

Responsible

Self-Motivation

Short Hand

Multi-Tasking

Time management

Communication Skill

Email management

Event Planning

PROFESSIONAL WORK EXPERIENCE:

Organization:

FrieslandCampina Engro Pakistan
(Dairy Product Company like Al Ain)

Tenure:

NOV 2019– March 2021

Designation:

Admin Assistant



FrieslandCampina nl
Engro Pakistan Limited

Responsibilities:

- Managed office supplies, vendors, organization, and upkeep.
- Directed phone calls and distributed correspondence.
- Maintained and ordered necessary office equipment and supplies.
- Ensured the meeting rooms were clean, organized, and ready for conferencing.
- Provide Friendly customer service.

Organization: Zong (Mobile Network)
(Telecom Company like Etisalat)
Tenure: May 2021 –Sep 2023
Designation: Admin Assistant



Responsibilities:

- Took notes at daily meetings and emailed summaries to team members.
- Opening, sorting, and routing incoming mail, answer correspondence and prepare outgoing mails.
- Used multi- phone systems, general computers, and helped with other office duties as needed.
- Performing general front desk duties including confirming appointments.

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Matric (Science)	BISE LAHORE	2017
DCOM (diploma in commerce)	Punjab Board of Technical Education, Pakistan	2019

CERTIFICATION:

- **DOM** (Urdu, English Typing, MS Office Window installation)

PERSONAL INFORMATION:

Father's Name : Ghulam Yaseen Manwar
Date of Birth : 13-09-2001
Language : English, Urdu

REFERENCE:

Reference will be furnished on demand.