

Muhammad Ammad

Admin Officer

Father's Name: **Muhammad Rafiq**
Date of Birth: **16-09-1998**
Nationality: **Pakistani**
Passport#: **BF1271901**
Marital status: **Single**
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OBJECTIVE :

To secure the position of HR Manager where my extensive administrative experience and communication skills can contribute to the efficiency and productivity of the organization.

PROFESSIONAL SUMMARY :

A highly skilled Office Administrator with 4 years of experience in managing administrative tasks, coordinating office activities, and providing excellent customer service. Proficient in office software and communication tools with a proven track record of streamlining operations and improving office workflows.

EDUCATION :

- B.Com (2018)
Karachi University, Karachi
- HSC I-II (2016)
Karachi
- SSC I-II (2014)
Karachi

Key Skills :

- Office software proficiency
 - (Microsoft Office, Google Suite, etc.)
- Communication and customer service.
- Organizational and multitasking skills.
- Attention to detail.
- Administrative and clerical skills.
- Time management.
- Problem-solving and critical thinking.
- Familiar with various ERP software

WORK EXPERIENCE :

Office Administrator

Lotus Foods Group of Companies

Karachi, Pakistan

2021 - Continue

- Managed the day-to-day administrative tasks, including filing, data entry, and correspondence.
- Coordinated office activities, including scheduling meetings and appointments, booking travel, and ordering supplies.
- Provided excellent customer service, answering queries and addressing customer concerns.
- Liaised with external vendors and suppliers to ensure timely delivery of goods and services.
- Maintained and updated employee records and company databases.
- Processed payroll, invoices, and expense reports.
- Assisted in HR tasks, including recruitment and onboarding.
- Assisted in the preparation of reports, presentations, and other documentation.
- Streamlined office workflows and implemented new procedures resulting in a 25% increase in efficiency.

Junior Office Administrator

Subhan Food Industries,

Karachi, Pakistan

2018 - 2020

- Managed office documentations department wise filing, data entry, and correspondence.
- Coordinated office activities, including scheduling meetings and appointments, booking travel, and ordering supplies.
- Managed the Calendar of Managers.
- Answered queries and addressed customer concerns.
- Liaised with external vendors and suppliers to ensure timely delivery of goods and services.
- Maintained and updated employee records and company databases.
- Assisted in the preparation of reports, presentations, and other documentation.
- Contributed to the implementation of new procedures resulting in a 15% increase in efficiency.