



# Muhammad Ahmed

## Administration

I am doing to fulfil the duties of administration , where I am involve in performing various administrative and clerical tasks to support office operations, including data entry, filing, answering phones, and preparing documents. With all these also responsible for general administration, Keeping records, dealing with correspondence etc.

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📍 Sharjah, UAE

📅 26 October, 1995

## WORK EXPERIENCE

### Clerk Assistant

#### Textile International Clothing

10/2023 - Present

##### Achievements/Tasks

- Maintaining accurate records and files (Wear house Management)
- Preparing correspondence, reports, and other documents
- Answering phones, taking messages, and directing calls
- Maintaining office supplies and inventory
- Processing incoming and outgoing mail

### Customer Service Representative

#### Zong Private Ltd.

01/2022 - 06/2022

##### Achievements/Tasks

- Provide accurate product and service information
- Promote a company's new products and services
- Handle customer returns or exchanges

### HR Intern

#### The Punjab Provincial Cooperative Bank Ltd.

06/2018 - 08/2018

##### Achievements/Tasks

- Identifying and attracting talent
- Job posting and advertising
- Screening and interviewing
- Employee engagement
- Conflict resolution

## EDUCATION

### Bachelor in Business Administration

#### Federal Urdu University of Art, Science & Technology

2016 - 2021

### Intermediate

#### BISE Lahor

2013 - 2015

### Matriculation

#### BISE Lahor

2011 - 2013

## SKILLS

Teamwork and Collaboration

Problem solving

Time Management and Organisation

Leadership

Adaptability and Flexibility

Attentiveness

Critical Thinking

Microsoft Tools

## LANGUAGES

English

Professional Working Proficiency

Urdu

Full Professional Proficiency

Hindi

Full Professional Proficiency

Punjabi

Full Professional Proficiency