

MUHAMMAD AHMED

Administration

+971564564638 ahmedamjad84@gmail.com Sharjah, UAE

EXPERIENCE

Clerk

Textile International Clothing

- 10/2023 - Present Sharjah, United Arab Emirates
- 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

LENSES CRAFT

- 11/2022 - 08/2023 Lahore, Pakistan
- Primarily focused on providing assistance to the clients
 - Resolving client issues
 - Ensuring customer satisfaction
 - Handling inquiries
 - Processing orders
 - Troubleshooting problems
 - Providing information about products and services

Customer Service Representative

Zong Private Ltd

- 01/2022 - 06/2022 Lahore, Pakistan
- Provide accurate product and service information
 - Promote a company's new products and services
 - Handle customer returns or exchanges

Achievements/Tasks

HR Intern

- 06/2018 - 08/2018 Lahore, Pakistan
- 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 Lahore, Pakistan

Intermediate

BISE LAHORE

2013 - 2015 Lahore, Pakistan

Matriculation

BISE Lahor

2011 - 2013 Lahore, Pakistan

SUMMARY

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.

LANGUAGES

English
Advanced



Urdu
Native



Hindi
Advanced



Punjabi
Native



SKILLS

Time Management

Team Work

Problem Solving

Leadership

Adaptability and Flexibility

Attentiveness

Critical Thinking

Customer Support

Microsoft Tools