







Danish Habib

Skilled Administrative Management Professional

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 19th October 2003

Why Danish?

- Dynamic & analytical administrative management professional having experience in administrative management, front-desk & office operations, strategic planning, graphic designing, project coordination, documentation handling/typing, and records management. Equipped with extensive knowledge of scheduling appointments & meetings, office supplies handling, database management, social media designing, customer services, budgeting & costing, answering queries, and data-entry operations.
- Result-oriented professional holds abilities in entering information into systems; skilled in performing key clerical duties including crafting business correspondence, maintaining files, and executing administrative functions; highly skilled at progress reporting, procedures, and systems; proven record in coordinating with teams in a fast-paced corporate environment.
- Articulate & versatile professional possesses expertise in policy & KPIs implementation and time management; capable of forming positive relationships with diverse groups of people while aligning operations and processes with the organization’s strategies and ensuring effective execution and timely delivery of services; skilled in fostering positive public relationships

CORE STRENGTHS & ENABLING SKILLS

- Office & Reception Operations
- Administrative Assistance
- Risk Assessment & Mitigation
- Strategic Planning & Analysis
- Customer Services
- Budgeting & Forecasting
- Graphic Designing
- Document Handling
- Critical-Thinking & Multi-Tasking Skills
- Scanning and Printing of documents
- Problem-Resolution Skills
- Communication & Presentation Skills

TOOLS & TECHNOLOGIES

Microsoft Office Suite (Word, Excel & PowerPoint) | Adobe Photoshop | Chat GPT | Basic Video-Editing | Skype | Google Drive | CRM

PROFESSIONAL EXPERIENCE

DesignEx, Dubai, United Arab Emirates Worked as “**Receptionist cum Documents Controller**” September 2023 – July 2024

Responsibilities/Accomplishments:

- Manage front desk operations, including greeting visitors, handling phone calls, coordinating appointments, and managing mail and deliveries.
- Organize and maintain digital and physical documents, ensure compliance with regulatory requirements, handle data entry, and track document updates and revisions.

Charsadda Model School & College, Charsadda, Pakistan Worked as “**Graphic Designer**”, April 2023 – July 2023

Responsibilities/Accomplishments:

- Designed worksheets for students, papers, workbooks, and social media posts. Carried out administrative duties and formulated reports to senior management, while liaising with stakeholders. Entered data and maintained databases/records
- Ensured consistency in brand identity across all design materials and maintained the school's visual identity guidelines/standards, while managing multiple design projects simultaneously and adhering to project timelines and deadlines for smooth working

Iqra School System, Peshawar, Pakistan Worked as “**Administrative Assistant**”, December 2022 – March 2023

Responsibilities/Accomplishments:

- Expertly provided administrative and office support for supervisors, while efficiently performing a variety of tasks, such as answering telephone calls, emails & queries, receiving & directing visitors, and ensuring the timely completion of allocated tasks
- Ordered office supplies, maintained office facilities, and ensured that equipment and appliances worked properly to participate in continuous process improvements. Served as a graphic designer and aptly designed exam papers, worksheets for students, etc

PRIOR EXPERIENCE

- Worked as “Administrative Assistant” at City School System, Peshawar, Pakistan (May 2022 – December 2022)
- Worked as “Administrative Assistant” at Roshni Model School, Charsadda, Pakistan (November 2021 – May 2022)
- Worked as “Direct Selling Officer (Part Time)” at Ufone, Peshawar, Pakistan (June 2019 – September 2021)

PROFESSIONAL TRAINING & CERTIFICATIONS

- Freelancing (IT Based Training), Digiskill.pk (February 2021 – May 2021)
- Graphics Designing (IT Based Training), Digiskill.pk (February 2021 – May 2021)
- Microsoft Office, Cyber Institute of Technology, Shabqadar (March 2019 – July 2019)

PROFESSIONAL QUALIFICATIONS

Board of Intermediate & Secondary Education, Peshawar, Pakistan (2020 – 2022)
F.Sc.
Board of Intermediate & Secondary Education, Peshawar, Pakistan (2018 – 2020)
Matriculation