



# Muhammad Waqas

Administrative  
Assistant

## Contact Detail

**Phone:**

971557726343

**Email:**

wk49717@gmail.com

**DOB:**

10.10.1998

**Gender:**

Male

**Nationality:**

Pakistani

## Language

English

Urdu

Phushtoo

## Objective

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

## Education

*(Sept 2018 – Oct 2020)*

**University Of Peshawar**

Bsc Computer Science

*(Sept 2015 – Sept 2018)*

**Kpbte**

DAE Telecommunication

## Experience

*(Sept 2022 – Sept 2024)*

**Administrative Assistant**

Al Jazeera Company Fujerah

- Use SAP SOFTWARE Create spreadsheets to track important customer information and orders. Transfer data from hard copy to a digital database. Update customer information in a database. Organize existing data in a spreadsheet. Verify outdated data and make any necessary changes to records..

*(Aug 2019 – Aug 2020)*

**Junior Exective**

NADRA PAKISTAN

- exercise independent judgment in the handling of staff and in dealing with business responsibilities.

# Skills

SAP Software



Communication



Data analysis



MS Office



Organization



Time management



Research skills

