



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 Verify outdated data and make any necessary changes to records..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

