



MUHAMMAD ZEESHAN

Admin Assistant

Seeking a challenging opportunity in ADMIN ASSISTANT field where my communication and research skills may be put to practice and developed to enrich my knowledge abilities.

EDUCATION

Inter Computer Science
F G Boy's Inter College Mardan
2013 - 2015

Pakistan

Matric , Computer science
F G boy's High school Mardan
2011 - 2013

Pakistan

WORK EXPERIENCE

Azgurd-9 Ltd
Admin Assistant

Lahore, Pakistan

08/2016 - 03/2020

- Monitored premises, screened visitors, updated logs and issued passes to maintain security.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Responded to inquiries from callers seeking information.
- Delivered top-notch administrative support to office staff promoting excellence in office operations.
- Recorded expenses and maintained accounting records.
- Performed monthly financial reporting and recorded payments to keep accounting system updated.

ATS House Ltd

Admin Assistant

Lahore, Pakistan

04/2020 - 01/2023

- Scanning in all relevant new documents.
- Responsible for maintaining hard copy information.
- Arranging travel and accommodation for staff or customer and other external contacts.
- Arranging in house external events.
- Secures financial information by competing data base backups

CERTIFICATE

- Computer operator 2016
- Database management 2016
- Adobe Illustrator 2018
- IT literacy and MS Office 2019



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Khair Hithar P/O Khudian Khas Teh
And Distt Kasur, Pakistan

SKILLS

- Time management
- Human resources
- Microsoft Office
- Public speaking
- Problem solving and organising skills
- Social media
- Announcer
- Team working
- Written communication
- Control of record and documents
- Team leadership
- Customer services
- Management

LANGUAGES

- English (Professional working proficiency)
- Arabic (intermediate or bilingual proficiency)