



# Naveed Ahmed

**Home** : House# DD272, Street#10 Jhanda Chichi, Rawalpindi , 44000, Pakistan

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**Gender:** Male **Date of birth:** 03/12/1970 **Nationality:** Pakistani

## ABOUT ME

An experienced Administrative Officer with more than 20 years of experience in providing administrative support across a variety of industries. I have a proven track record of success in streamlining operations, improving processes, and providing cost-effective solutions, highly organized, detail-oriented and proficient in various software applications.

## EDUCATION

[1990 – 1993]

### Bachelor of Science

*Government College Asghar Mall, Rawalpindi*

### FA

*Government College Asghar Mall, Rawalpindi*

### Matriculation

*FG Boys Secondary School, Adam Jee Road, Rawalpindi*

## WORK EXPERIENCE

[2023 – 2024]

### Office Assistant

*Islamabad College of Physiotherapy*

Maintain office files and records both in physical and electronic formats, Draft Letters, IOM, Circulars & provide general administrative support to the department.

[2011 – 2022]

### Sales Executive

*Al Dhafra Printing Press*

*City: Abu Dhabi, UAE*

[2003 – 2011]

### PA To General Manager (Finance)

*Askari Cement Nizampur,*

*City: Rawalpindi.*

[2001 – 2003]

### Secretary

*Shifa College of Medicine*

*City: Islamabad*

## LANGUAGE SKILLS

**Mother tongue(s):** Punjabi **Other language(s):** English, Urdu

## DIGITAL SKILLS

### My Digital Skills

| Ms Office | Urdu Inpage | Adobe Illustrator

## COMMUNICATION AND INTERPERSONAL SKILLS

### Leadership

Active Listening

Problem Solving