

EHSAN IQBAL

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OBJECTIVE:

To obtain an **Office Assistant position** at a reputable university in Rawalpindi, where I can utilize my administrative, documentation, and coordination skills to support academic operations and ensure efficient office management.

SKILLS:

- Administrative & Clerical Support
- Record Keeping & Data Entry
- Documentation & File Management
- MS Office (Excel, Word, PowerPoint)
- Student & Faculty Coordination
- Email & Correspondence Handling
- Time Management & Task Prioritization
- Communication (Written & Verbal)
- Problem Solving & Attention to Detail

WORK EXPERIENCE:

Administrative Clerk at Food Partners USA (Fruit Ingredient Agent) — Sep 2023 – Present

- ❖ Prepared and managed documentation, reports, and correspondence efficiently.
- ❖ Coordinated office and shipment schedules, ensuring timely task completion.
- ❖ Maintained filing systems, shipment records, and updated databases.
- ❖ Communicated with clients, vendors, and internal teams for document verification.
- ❖ Processed administrative paperwork, including invoices and reports.

Office & Purchasing Assistant at East West Trade (Magnum Packaging UK) — June 2018 – Aug 2023

- Managed clerical tasks including correspondence, filing, and record maintenance.
- Assisted in procurement documentation, quotation sheets, and purchase order processing.
- Coordinated with local and international suppliers for order follow-up.
- Supported management in preparing expense sheets, invoices, and inventory reports.
- Ensured smooth day-to-day office operations through proactive task management.

EDUCATION:

Degree	Board/University	Year	Division
M.A (SO.SC)	Punjab University	2015	2 nd
B.A (Economics)	Punjab University	2013	2 nd
I.Com	AIOU	2012	2 nd
F.A	FBISE	2011	2 nd
Matric (Sc.)	FBISE	2008	2 nd

COMPUTER SKILLS:

One Year Diploma in Information Technology :

- Software: SAP MM, Sage, QuickBooks, MS Word, Excel (Pivot Tables, VLOOKUP), Power BI, SQL
- Office Skills: Data Entry, Document Formatting, Email Handling, WordPress, Web Research
- Typing Speed: 40+ WPM

LANGUAGES

- English
- Urdu
- Punjabi

PERSONAL PROFILE:

Father's Name: Muhammad Iqbal

CNIC #: 37405-6575495-5

Date of Birth 07-09-1992

Nationality: Pakistani

Domicile: Rawalpindi (Punjab)

Passport : Pakistan

Religion: Islam

Marital status: Married

REFERENCES

Available upon request.