



HASAN NAWAZ DHAKU

Personal Administrative Assistant

Al-Awan Town No.1, Jauharabad,
41200, Pakistan

+92306 7051515

hassansunny339@gmail.com

SKILLS

Office Administration

Multitasking Virtual Assistance

Prospecting, Outreach and
Follow Up

Customer Relations and
Communications

CRM Support and CustomerSupport

MS Office, MS Excel
GoogleAnalytics

Lead Generation / Web Scrapping

Photo/Video Editing

Web Development

Scheduling and CalendarManagement

Data Entry/ Large DataManagement

Linkedin and Other Social MediaExpert

Email Handling / Quick Email
Response

Accounting Familiarity

Payroll and Budgeting

CORE COMPETENCIES

In addition to my core skills, I am also capable of representing your company or organization in a professional and effective manner when attending business meetings or events abroad. I am able to travel to different countries and confidently communicate with diverse groups of people. With a strong ability to adapt to new environments and cultures, I can effectively promote your company's interests and ensure a successful outcome in any business-related scenario.

ABOUT ME

Aspire to build career in a growing organization, where idea grows, skills are developed and knowledge is nourished. I possess a strong set of skills that make me an asset to any organization. My attention to detail and ability to multitask have allowed me to excel in various roles. I am a proactive problem-solver who is dedicated to providing excellent support and delivering results in a timely manner.

WORK EXPERIENCE

Deepak Patel
Toronto, Ontario,

Canada
Mar 2018 - Present

Virtual Administrative Assistant

- Generate Leads, reach out to prospects, follow up and book meetings.
- Manage CRM input, exports and clean up.
- Keep extensive contact list updated with new contacts and changes to existing contacts.
- Monitored emails, organized inbox, and prioritized messages for supervisor.
- Coordinate Skype calls across multiple time zones.
- Answer and screen calls to provide information, schedule appointments and take detailed messages.
- Manage electronic and paper filing systems by updating paperwork, maintaining documents, and accurately recording information.
- Execute travel arrangements by researching and booking flights and accommodations.
- Prepare PowerPoint presentations and ran slide shows remotely for virtual meetings.
- Upload files for team use on Google Suite and SharePoint.
- Confer with customers by telephone, chat or email to provide information.
- Organize and manage team tasks using Trello and Asana.
- Complete business correspondence, transcription, and data entry.
- Document Conversion, Photo/Video Editing.
- Social Media Management.
- Scheduling and Calendar Management.
- Set up virtual Zoom meetings, invited guests and disseminated agendas.
- Assist coworkers and staff members with special tasks on daily basis.

LINKS

Linkedin:
<https://www.linkedin.com/in/hassan-nawaz-a9b135176/>

fiverr:
https://www.fiverr.com/hassan_sunny

Upwork:
<https://www.upwork.com/freelancers/~0158be1d7a7a13a1d6>

EDUCATION

UNIVERSITY OF LAHORE Sargodha 2020	MPhil Molecular Biology and Biotechnology
UNIVERSITY OF SARGODHA Mianwali 2017	Master of Science Botany
GOVT. POST GRADUATE COLLEGE Jauharabad 2015	Bachelor of Science Chemistry, Botany, Zoology

CERTIFICATIONS

Mar 2023	Coursera Certified HTML, CSS, and Javascript for Web Developers
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