

AIMAN JAVED

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I am a highly passionate individual who thrives upon seeking new challenges through my career. A quick learner and service-focused person, hopefully, will do my best that exceeds your expectation.. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

SKILLS

Ms Office	Digital Marketing	Quickbook
Stata, Eviews, SPSS	Graphic Designing	Mailchimp, ERP
Creative and Innovation	Canva	Teamwork

PROFESSIONAL EXPERIENCE

Piffer security Services Pvt Ltd.

May2025- Jan 2026

Assistant Manager Contracts

- Prepared client contracts, contract renewals, and security quotations.
- Prepared, coordinated, and managed tenders, including RFQs and RFPs, consistently delivering accurate and on-time submission.
- Handled end-to-end tender management tasks, including identifying relevant tenders, preparing summaries, updating bid security sheets, maintaining tender logs, and recording RFQs in QuickBooks
- Prepared nationwide monthly sales reports, including new, closed, and terminated client lists.
- Verified master payroll sheets and performed master QuickBooks verification.
- Maintained staff records, HR documentation, HR letters, payroll slips, and applicant ledgers, while creating and posting job advertisements on Rozee.pk and social media platforms.
- Maintained office petty cash and ensured accurate financial records.
- Managed and maintained customer and tender files, ensuring accurate records and timely reporting
- Completed all assigned tasks independently, meeting deadlines, and conducted client follow-ups with feedback and performance reporting.
- Ensured accuracy, timeliness, and professionalism in all reporting and administrative operations.

Freelance Academic Writer (Remote)

June2024- May 2025

Accounts Office

Fatima Jinnah women university

Dec 2023 - May 2024

- Maintain Monthly Mess Dues and semester Dues Records
- Defaulters' Record and Security Refundable
- Maintaining Fees Record

- Cheque Preparations and Preparation of Payment Vouchers
- Administrative Tasks
- Bank Reconciliation

Registrar Office (Establishment)

Aug 2023 - Nov 2013

Fatima Jinnah women university

- Efficiently managed document preparation, filing, and official correspondence, including IOMs.
- Data entry for hiring and scrutiny and administrative task.

Purchase office Intern

April 2023 - July 2023

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- Assisted Deputy Director in Preparing Comparative statement, Minute sheet, and Purchase order,
- Assembling Local and Tendering Bills
- Provided administrative support, including answering phone calls, Managed office Filling, Prepare IOMs, Receive and send Official documents

Oct 2022 - Dec2022

QEC (Quality Enhancement Cell)

From October to December 2022, I worked as an intern at QEC, FJWU.

Community Work

10th-13th August 2022

Adal foundation, Rawalpindi

Participated in volunteering activities

August 2021 – September 2021

Internship at Askari Bank Limited

Rawalpindi,

Completed a 6-week internship in Askari Bank limited.

EDUCATION

Bachelors in Economics, 2022

Fatima Jinnah Women University, Rawalpindi

References are available on request.