WALEED AHMED

0300-5054131

ahmedwaleedahmed23@gmail.com

House no. ZA 1065, street no. 04, mohallah quid abad, pirwadhai Rawalpindi.

LANGUAGE

- English
- Punjabi
- Urdu

EXPERTISE

- MS Office
- Communications Skills
- Problem Solving
- Team Player
- Time Management
- Customer Care
- Negotiations Skills
- Analytical
- Leadership

About Me

I am an enthusiastic, self-motivated, reliable, responsible, and hardworking person. I am a mature team worker and adaptable to all challenging situations. I can work well in both team involvement and using my own initiative. I can work well under pressure and adhere to strict deadlines.

EXPERIENCE

Data Entry Operator/ Cashier
Rasheed Nursing Home and Clinic
2020 - 2022

- Data Entry of Patients
- Bill Clearing of companies
- Cash Handling
- Record Keeping

Teacher
BEPTA Academy
2017 - 2018

- Commercial Geographic Teacher

Campus Manager
The Quaid Educational Complex
2023 - 2024

- Supervised the effective working of all campus activities and coordinated with different teams as required.

Administrative Manager
Cottage Trust
April, 2025 - December, 2025

- Manage daily administrative tasks and office Operation.

EDUCATION

MSc Geography
Punjab University, Lahore
2019

Bachelors of Arts
Punjab University, Lahore
2016

Faculty of Arts
BISE RWP
2013

Matriculation
BISE RWP
2010