



JUNAID SAFEER

Administrative Officer

Professional Experience

Contact

Phone

0349-7672461

Email

jndsafeer701@gmail.com

Address

Street 2B Rawat, Islamabad

Education

Intermediate

BISE RWP
2018-2020

Matric

BISE RWP
2015-2017

Courses & Certificates

• **Computer Information Technology (CIT)**

Axis Technical Training Center Rawat, Islamabad
2020-2021

• **Health Safety and Security Management**

Royal Institute of Science & Technical Education, Islamabad
2022-2024

Language

- English
- urdu
- Punjabi

2020

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2022

Markhor-E-Solutions

Office # 204 Ghouri Town, Islamabad.

Computer Operator :

01 Dec 2020 - 01 April 2022

- Maintain and organize digital and physical records
- Prepare reports, documents, and spreadsheets
- Verify data for errors and correct inconsistencies
- Assist in daily office and administrative tasks
- Ensure data security and confidentiality

2022

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2026

Watim Medical & Dental College

Main G.T. Road, Rawat, Islamabad

IT Assistant :

13 April 2022 - 30 November 2023

- Troubleshooting hardware, software, and network issues
- Installing and configuring computer systems and applications
- Managing printers, scanners, and other IT equipment
- Maintaining system updates and data backups
- Assisting staff with technical issues and IT support
- Monitoring system performance and ensuring security.

Personal Assistant:

01 Dec 2023 - 03 April 2026

- Managing schedules, meetings, and appointments
- Handling official correspondence (emails, letters, calls)
- Preparing reports, documents, and presentations
- Coordinating with different departments
- Maintaining records and confidential files
- Assisting in daily administrative task

2025

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2026

Nexus Computer Insitute

College Road Rawat, Islamabad.

Instructor (Basic Computer Course):

01 Jan 2025 - 01 April 2026. (Evening Shift)

- Teach the basics of computer hardware (CPU, RAM, peripherals) and software installation.
- Guide students through Windows or mac OS navigation, including file management and system settings.
- Provide hands-on training in the Microsoft Office Suite (Word, Excel, PowerPoint) or Google Workspace.
- Teach safe web browsing, effective search techniques, and professional email etiquette