

SAAD AZEEM

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To seek a career position in a progressive organization, offering a challenging and demanding job, where I can exercise my abilities to enhance my knowledge and skills for an ultimate career growth

EXPERIENCE

MAR- 2023 – SEP-2025

OFFICE COORDINATOR, (QUANTUM SKYE TECHNOLOGIES)

- Managing different projects, including Data Entry, Graphic Designing, AI Content Writing, Website Development. Managing administrative and office management related tasks.

MAR- 2020 – FEB-2023

ASSISTANT, CHAKLALA CANTONMENT BOARD (MINISTRY OF DEFENCE)

- To update and verify the employee's data information in the database.
- Managing files and records.
- To create tables and charts.
- To dispatch the letters & applications to other departments.
- Apply data program techniques and procedures.

FEB- 2018 – FEB-2020

PROJECT MANGEMENT AND SUPERVISION, (MILITARY ENGINEER SERVICES, ARMY & AIR MAINTENANCE CONTRACTS) JSCO PVT LTD

- Project supervision: check progress, work performed construction/maintenance works.
- Workforce management: check the quantity and quality of work.
- Purchasing or hiring of suitable equipment to complete task on time.
- Purchasing required replacement parts.
- Supervising work teams.
- Coordinating job progress.
- Reporting on maintenance progress.

APR- 2017 – DEC- 2017

DATA ENTRY OPERATOR, MIRCOMERGER PVT LTD (UNICEF PROJECT)

- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check the output.
- Apply data program techniques and procedure.

EDUCATION

2015

BACHELOR (ASSOCIATE DEGREE IN IT MANAGEMENT), UNIVERSITY OF CENTRAL PUNJAB

2012

INTERMEDIATE (ICS), PUNJAB COLLEGE OF COMMERCE, RAWALPINDI CANTT

2009

MATRICULATION (SCIENCE), ARMY PUBLIC SCHOOL & COLLEGE, RAWALPINDI CANTT

SKILLS

- Microsoft Office
- Knowledge of Canva & AI Tools (Chatgpt, Gemini)
- Graphic Designing & Editing
- E-commerce (Shopify)
- Web Development (Squarespace, Word Press)
- Google Workspace
- Online Research
- Data Entry
- Content Writing & Editing