

MUHAMMAD SAEED AWAN



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PROFILE

Dedicated and detail-oriented office assistant with exceptional organizational and communication skills. Highly adept at managing administrative tasks and providing comprehensive support to ensure the smooth operation of office environments. Proven ability to handle multiple responsibilities efficiently and maintain a high level of professionalism. Proficient in office productivity software and experienced in file management, scheduling, and data entry. Strong interpersonal skills with a focus on delivering excellent customer service.

EDUCATION

Allama Iqbal Open University, Islamabad

Bachelor of Arts 2019-2021

AJK BISE, MIRPUR

F.Sc Pre Medical 2009-2011

SKILLS

- Multitasking
- Problem-solving
- Adaptability
- Professionalism
- Teamwork
- Confidentiality
- Prioritization
- Office equipment operation

Certifications

Courses from Coursera (HEC Approved platform)

- Smart Farm and Rural Incubation Center RIC
- Writing Professional Email and Memos (Project-Centered Course)
- Build a Professional Resume using Canva
- Finding, Sorting, & Filtering Data in Microsoft Excel
- How to create presentations using Canva
- Use Canva to Create Desktop and Mobile-friendly Web Pages
- Business Analytics with Excel: Elementary to Advanced
- Design Online Course Printables using Canva
- Create a Resume and Cover Letter with Word
- English for Career Development
- Job Success
- The Manager's Toolkit: Managing People at Work
- Learning How to Learn: Powerful Mental Tools
- Finding Your Professional Voice: Confidence & Impact
- Write Your First Novel
- Capstone: Applying Project Management in the Real World
- Preparing to Manage Human Resources

PROFESSIONAL EXPERIENCE

National University of Medical Sciences, (NUMS) Isb

Office Assistant | April 2023 - Recent

- Provided comprehensive administrative support to a team of 20 employees, including executive staff.
- Managed calendars, scheduled meetings, and made travel arrangements for executives.
- Handled incoming calls, screened inquiries, and directed calls to appropriate personnel.
- Prepared and edited correspondence and reports.

Islamabad Federal College, Islamabad.

Program Coordinator | Oct 2014 - Apr 2023

- Managed office supplies, maintained inventory, and placed orders as needed.
- Assisted in organizing company events, including conferences and team-building activities.
- Handled sensitive and confidential information with utmost discretion and maintained confidentiality protocols.

University Board Information Center, RWP.

Information officer | Aug 2012 - Oct 2014

- Assisted the administrative team with various tasks, including data entry, filing, and document preparation.
- Answered phone calls, responded to inquiries, and provided general office support.
- Maintained and organized files and records in a systematic manner.

Ali Pain Management & Rehab Centre, Islamabad.

HR Manager (Part time) May 2023 - Dec 2024

- Hiring of doctors and therapists (managing and scheduling appointments)
- Provide support to therapists and other staff.
- Managing accounts

STRENGTHS

- Persistent
- Amicable
- Level headed
- Adaptable

LANGUAGES

English Urdu Punjabi Hindko