



# ABDUL JAWAD AHMAD

## CONTACT

+92 (340) 8581069

+92 (335) 1555467

[abduljawadahmad123456789@gmail.com](mailto:abduljawadahmad123456789@gmail.com)

✦ Sector H-11/4, Islamabad

[www.linkedin.com/in/abdul-jawad-langah-a14ba32a6](https://www.linkedin.com/in/abdul-jawad-langah-a14ba32a6)

## SKILLS

- 1 year Computer Science Diploma.
- MS Windows
- MS Office
- AUTOCAD (2 Year Experience)
- Event and Function Organizing
- Computer Repair and Run
- Computer Lab Assistant
- Data Entry
- Good Communication
- Email Handling
- Campaign management Performance tracking
- Time Management
- Negotiation
- Customer Service
- Google Docs
- LinkedIn
- Instagram
- TikTok
- Facebook/Ads

## LANGUAGES

Urdu: Fluent  
English: Beginner  
Saraiki: Fluent

## PROFESSIONAL SUMMARY

Experienced in administration with over seven years of expertise in computer operator, admission, examination, reports, presentation, negotiations, and regulatory compliance. Proven ability to represent and administrative proceedings. Strong analytical and communication skills.

## WORK EXPERIENCE

### COMPUTER OPERATOR

SUPERIOR GROUP OF COLLEGES KOT ADDU

2019 - 2023 | KOT ADDU

- Handling all type of college office information
- Assist to Principal for Campus Management
- Correspondence with Head office
- Planning and Scheduling of New Admission
- Data Processing & Entry

### REAL ESTATE (SALES OFFICER)

AMIC MARKETING

2023 - 2024 | SECTOR D-12, ISLAMABAD

- Actively seek out new sales opportunities through cold calling, networking, social media, and client referrals.
- Greet potential clients, understand their property needs, and answer questions about ongoing or upcoming projects.
- Schedule and conduct property tours, site visits, and presentations to showcase features and benefits to prospective buyers.
- Input client data into CRM systems and coordinate with legal or financial teams to ensure smooth transactions.

### ADMINISTRATION (MIS)

PUNJAB GROUP OF COLLEGES ISLAMABAD

2024 - Present | SECTOR H-11/4, ISLAMABAD

- Collecting, cleaning, and organizing data from various departments (Examination or Admission) to ensure it is accurate, secure.
- Generating regular (daily, weekly, monthly) and ad-hoc reports to help management identify trends and track performance metrics.
- Maintaining clear records of system procedures, user manuals, and data management policies.
- Monitoring the performance of MIS software and databases, troubleshooting basic technical issues, and assisting with software updates.

## EDUCATION

Graduation (B.COM), (BBIT-Continue)

2019 - 2021 | BAHAUDIN ZAKRIYA UNIVERSITY (MULTAN)

Inter (FA.IT.)

2017 - 2018 | SIR SYED COLLEGE KOT ADDU

Matriculation (Computer Science)

2015 - 2016 | ALI PUBLIC SECONDARY SCHOOL

## CERTIFICATIONS & COURSES

- Computer Office Management
- AUTO CAD