

NEHA WAHEED

D/O WAHEED

CONTACT

- 0328-9069599
- nehawahhed11@gmail.com
- Block#L House#10 Tipu Road Rawalpindi

SKILLS

- Data Entry and Data Management
- MS Word, Excel, and PowerPoint
- Record Keeping and Documentation
- Administrative Support
- File Management
- Communication Skills
- Time Management
- Teamwork and Coordination

LANGUAGES

English (Proficient)
Urdu (Fluent)
Punjabi

REFERENCE

Reference will be provided on your demand.



PROFILE

Detail-oriented and organized graduate with experience in administration, record management, customer service, and office operations. Proficient in MS Office (Word, Excel, and PowerPoint) with strong data entry, documentation, and communication skills. Seeking a Data Entry Operator position at APS School where I can contribute through accurate record keeping, efficient administrative support, and professional office management.



WORK EXPERIENCE

Hecta Connect PVT (ltd) SEP 2025-JAN 2026
Digital Campaign Performance Analyst

- Execut digital campaigns to achieve business objective.
- Analyzed audience data to improve targeting and performance.
- Moniton and optimize ad performance, ensuring budget adherence.
- Collaborate with team to align strategies with goal.

E-squall technologies (pvt) Feb 2023-March 2023
Human Resource (intern)

- Assisted in recruitment and employee evalution.
- Managed employee relations and documentation.
- Supported HR operation and coordination

Bilquise College for women july 2022-Dec 2022
Administrative Officer

- Maintained student and staff records with accuracy.
- Performed data entry and database management tasks.
- Prepared reports, letters, notices, and official documents.
- Handled email correspondence and telephone inquiries.
- Coordinated with departments to ensure smooth administrative operations.



EDUCATION

Bachelor of Business Management 2019 - 2023
Air University Islamabad

CERTIFICATE

Behbud Association Rawalpindi
Basic Computer Course