

CURRICULUM VITAE OF

Javed Waheed

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CARRER OBJECTIVE:

Looking for suitable career in admin support / back office data processing / secretarial functions
To utilize my experience and grow further in my career

EDUCATIONAL QUALIFICATION:

- S.S.C from Anum Public School Rawalpindi Cantt
- I.Com from Punjab Group of Colleges Rawalpindi

PROFESSIONAL SKILLS:

- PC, Command Prompt, Microsoft Word, Microsoft Excel,
- Extensive use of the Internet utilizing browsers such as Internet Explorer.
- Have a smart appearance. Able to stay calm under pressure.
- Good typing speed English, Urdu and Punjabi

EXPERIENCE:

Position : Supervisor
Company : Event Managment from Active Media Islamabad
Duration : 2 Years

Position : Team Leader
Company : Jazz Marketing
Duration : 1 year

JOB RESPONSIBILITIES:

Performs administrative and office support activities for multiple supervisors. Duties include attending telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Extensive software skills, as well as Internet research abilities and strong communication skills.

Drafting and sending office general correspondence,

- Taking care of office documentation and filing
- Attending phone calls, responding to customer queries.
- Escalating matters of importance to higher authorities
- Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items; serving customers.
- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.

PERSONAL DETAILS

- **Date of Birth** : 28-06-2002
- **Marital Status** : Single
- **Languages** : English, Urdu Punjabi

Reference can be provided upon request