MUHAMMAD ASAD U RAHMAN

About Me

I am an Administrative Assistant. With over 2 years of experience as an Administrative Assistant, I have developed a proven track record of supporting the smooth running of businesses by performing admin tasks to high standards.

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✉️ masadurahman@gmail.com

🏠 Multan Punjab, Pakistan

LANGUAGE

- English
- Urdu

EXPERTISE

- Management Skills
- SAP S/4 HANA
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Microsoft Office

VOLUNTEERING

- Social Media Marketing (SMM)
  Shukat Khanam Memorial Trust
- Social Organizer
  Lodhran pilot project (LPP)

EXPERIENCE

**Administrative Assistant at USWA Agro Chemicals
Multan - Punjab, Pakistan
(15-10-2021 to 10-08-2023)**

Carries out administrative duties such as filing, typing, copying, binding, scanning etc. Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
Maintain a well-organized and tidy office environment, including managing supplies, filing systems, and office equipment. Handle incoming and outgoing communications, including phone calls, emails, and mail. Screen and route messages as necessary. Prepare and edit reports, letters, and other documents as needed. Ensure accuracy and consistency in all written materials. Assist in a variety of administrative tasks such as photocopying, faxing, and filing. Support department-specific needs as required.

**SAP Material Management Intern (MM) at UOL
Lahore - Punjab, Pakistan
(01-04-2021 to 15-09-2021)**
Collaborated with senior team members to streamline procurement processes, resulting in a 20% reduction in lead time.
Assisted in implementing SAP MM modules, contributing to accurate inventory tracking and minimizing stockouts.

EDUCATION

Bahauddin Zakriya University Multan
Master of Public Administration
2018-2020
Bahauddin Zakriya University Multan
Bachelor in Commerce
2016-2018

COURSES

Fundamentals of Digital Marketing
Google Garage

SAP Material Management (MM) Certification

National Vocational and Technical Training Commission NAVTTC

Amazon Virtual Assistant
ACE Connect Multan