

# AHSAN JAVAID

## Contact

**Address:**

Jhelum, Pakistan

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03065358116

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## Additional Skills

Office management

## Professional Summary

Hardworking and focused Administrative professional dedicated to improving accuracy and efficiency by maintaining and developing administrative and procedural processes. Providing administrative and organizational support in virtual environments. Possessing strong communication and problem-solving skills with time management expertise to consistently meet objectives. Proven track record of providing exceptional customer service in a fast-paced environment. Offering keen attention to detail and strong decision-making skills to manage concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environment. Willingness to take on added responsibilities to meet team goals with expertise in anticipating professional needs and proactively identifying as well as resolving problems.

## Work Experience

01-2023-03-2023

**NRSP (MR.ZUBAIR), JHELUM**

**MONITORING AND EVALUATION OFFICER**

Exercised leadership capabilities by successfully motivating and inspiring others.

Demonstrated leadership skills in managing projects from concept to completion.

Excellent communication skills, both verbal and written.

Worked effectively in fast-paced environments.

03-2023-current

**E.com Consultants (Faiz ul Hassan), Jhelum**

**Virtual Assistant**

Monitored emails, organized inbox, and prioritized messages for supervisor.

Liaised between clients and vendors and maintained effective lines of communication.

Built and maintained excellent customer relationships through timely response to inquiries and going above and beyond to accommodate unusual requests.

Continually sought methods for improving daily operations, communications with clients, recordkeeping and data entry for increased efficiency.

## Education

09-2018-08-2022

**Punjab University, Jhelum**

3.47/4 CGPA

## Languages

English — C2

urdu — C2