

# Muhammad Nawal Ahmed

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## Profile

Energetic employee well-versed in strong communication and organizational skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects. Hard- working with strong organizational skills. Achieves company goals through exceptional planning and prioritization. Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results. Dedicated and motivated student with a strong academic background in Computer science. I am eager to contribute my enthusiasm and commitment to the success of your organization. I am well-equipped to take on new challenges and make meaningful contributions to your team. Dependable employee seeking opportunity to expand skills and contribute to company success. Considered ethical and detail-oriented.

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## Work Experience

### Administrative Assistant (Jan-2022 - Feb-2023)

KZ Auditors - London

1. Maintaining accurate and organized records, databases, and filing systems.
2. Ensuring compliance with company policies and procedures.
3. Demonstrating flexibility and adaptability in handling changing priorities.
4. Successfully navigating through unexpected challenges.
5. Supported workflow of daily administrative tasks to achieve targets and deadlines.
6. Establishing clear and effective communication channels within the office.
7. Developing professional correspondence, emails, and reports.
8. Planning and organizing successful meetings, conferences, and events.
9. Answered customer questions about available products and services.
10. Welcomed guests, issued passes and took incoming phone calls at reception.

<https://www.kzauditors.co.uk>

### Graphic Designer (Feb-2020 - Jan-2023)

Fiverr

1. Developed exceptional and well-crafted copy to meet requirements.
2. Managed numerous projects simultaneously to meet tight deadlines.
3. Delivered projects with creativity, speed and accuracy, utilizing exceptional layout and design skills.
4. Met one on one with internal teams to determine customer design needs.

5. Produced graphics and layouts for illustrations, logos and websites.
6. Drew illustrations and sketches to capture client requirements.
7. Served clients, tackling and fulfilling design goals.

[https://www.fiverr.com/nawaaalae?up\\_rollout=true](https://www.fiverr.com/nawaaalae?up_rollout=true)

## Education

QA Higher Education (Jan-2024 - Sep-2026)

London

BSc Computer Science

## Skills

- Team building
- Problem-Solving
- Marketing
- Data entry
- Communication skills
- Social media content creation
- Customer experience
- Word, Powerpoint, Excel