



ServiceNow Assistant Administrative Seasoned ServiceNow administrator with experience implementing and managing the ServiceNow platform in both private and public sector organizations. Proven ability to streamline service management processes, increase efficiency, and improve end-user satisfaction.

RAJA AQIB JAVED

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Skill Highlights

- Skill Highlights ★★★★★☆
- Communications ★★★★★☆
- Project management ★★★★★☆
- Web development ★★★★★☆
- Strong decision maker ★★★★★★
- Creative design ★★★★★☆
- Innovative ★★★★★☆
- Service-focused ★★★★★★

Languages

English – B1 ★★★★★☆
Urdu – ★★★★★★

Work History

11/2021 to 04/2022

ServiceNow – Assistant Administrator

- Maintained digital data base, physical files and area logs.
- Performed routine clerical tasks by scanning. Filing and copying documents.
- Maintained personnel records and updated internal databases to support document management.
- Complete detailed programming and development tasks.
- Managed company schedule to coordinate and arrange meetings.

Education

2020-to continue

BS: Computer Science -

Certifications

Web Development (certificate):
Programming Languages: HTML5, CSS, JavaScript.

References

References available on request