Shabih Ahmed

Virtual University

📞 +92 3090308081

✉ Shabihahmed24@gmail.com

📍 House No 2476, Street 58, Precinct 27, Bahria Town Karachi

EDUCATION

Bachelors in Computer Science | Year 2025 - Present
Virtual University Karachi, Sindh

DAE | Year 2019
SUPARCO Institute of Technical Training. Karachi, Sindh

SKILLS

- Administrative Support
- Data Entry & Filing
- Microsoft Office
- Google Workspace
- Customer Support
- Sales & CRM Tools
- MERN Stack Dev
- WordPress
- Communication
- Problem Solving

Certificates

April 2024

Coursera |
Crash Course on Python

July 2025

Udemy |
MERN Stack Development
Ongoing

CAREER OBJECTIVE

Dedicated professional combining expertise in administrative functions, quality assurance, and customer support. Seeking an Administrator position to leverage strong organizational, analytical, and communication skills to streamline operations and ensure commitment to high standards of quality and service.

EXPERIENCE

Sub Engineer | SUPARCO

December 2019 - December 2024

- Conducted inspections, audits, and compliance checks.
- Managed documentation, maintained filing systems, and supported project coordination.
- Prepared reports and assisted in workflow improvements.

Sales Agent | Spectrum & Vivint

December 2024 – June 2025

- Performed outbound and inbound sales operations.
- Utilized FreshBooks for customer and billing management.

Customer Support | Ibex (Walmart Voice)

January 2025 – December 2025

- Handle customer queries with professionalism and efficiency.
- Maintain accurate records and support administrative tasks.
- Assist with scheduling, documentation, and issue resolution.