

# Muhammad Fawad

## Administration/Customer Service/Office Management

 khanfawad1700@gmail.com  00966531038871  Saudia Arabia  29-01-1999  Single

 Azad Visa with Transferable Iqama

### PROFILE

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I am flexible, reliable and posses excellent time keeping skills. I am an enthusiastic, self-motivated, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. And developing a valuable identity that customers can recognize in a crowded market. An organized and creative professional with proven marketing skills and a desire to learn more.

### PROFESSIONAL EXPERIENCE

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#### Assistant Administrator

Al-Burraq Ceremic

05/2025 – present

Riyadh, Saudi Arabia

- Supervising and Managing
- Microsoft Excel, Word and Power Point
- Operational Management.
- CRM
- Emailing
- Coordinating meetings, appointments, and events.
- Preparing reports and presentations

#### Administration Supervisor

02/2024 – 03/2025

SPARCO Paint

- Emailing
- CRM
- Preparing reports and presentations.
- Documents Management.
- Providing organizations service and ensure no complaints.
- Ensuring efficient office operations,
- Microsoft Word, PowerPoint, Excel.
- Operational Management.

#### Administration Management

10/2022 – 01/2024

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- Emailing
- CRM
- Providing Customer service and ensure no complaints.
- Handling and Reporting Document to Head.
- Good inter and intra personal Communication Skill.
- Work under pressure to achieve overall office goal.
- Arrange Meeting and Assignments
- Microsoft Suit

**INTERNSHIP**

01/2021 – 02/2021

ASKARI Bank LTD

- Accounts
- Remittance
- Business Development Officer
- Customer service

**EDUCATION**

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**Bachelor of Business Administration and Management**

09/2018 – 10/2022

Abdul Wali Khan University

Pakistan

**Business Administration, HR and Accounts****Diploma in Information Technology**

01/2021 – 12/2021

KPBTE Pakistan

Microsoft Suit

Computer Proficiency

CRM

Emailing

**SKILLS**

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Documentation and Reporting, CRM, Microsoft Office, Work Under pressure, Meeting and Presentation, Team Work, Office Management