



HAFIZ JAWWAD AHMED

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- Jawwadkhanpk146@gmail.com
- Kashmir Colony DHA Phase-2, Karachi, PAKISTAN

I am a quick learner and hard worker A detail-oriented and result-driven administration Department with exceptional communication skills. Experienced in handling multiple tasks under tight deadlines. Wishing to implement strong analytical knowledge into the position of administrator.

Education

- **Bachlors Of Computer Science**
S.A.L.U University
- **Diploma Information Technology**
Sindh Board of Technology Karachi
- **Intermediate**
Government Islamia Science College
- **Matriculation**
S.M.A High School

Still Experience

- **Front Desk Receptionist**
SAMAA News Channel Head Office, Pak

Energetic Front Desk Receptionist who can provide efficient, organized and friendly secretarial support.
- **Front Desk Officer**
Orchards Cottage Hotel, Pak

A Hotel Front Desk Agent is a professional who is responsible for greeting guests in an efficient and courteous manner

Language

English, Urdu, Punjabi

Skills

MS Word, Excel, Power Point, Outlook, Receptionist Work, Customer Service Representative, Basic HR Work, Basic Admin Work, Basic Finance Work, Cash Handlind, Time Management, All Assisstant Work e.t.c

Previous Experience

- **Front Desk Admin Coordinator**
The Protectors Pvt Ltd (Head Office)

Gathered organized and distributed incoming correspondence from a variety of couriers. Maintained company visitor schedule and processed all visitors according to company security policies.
- **Front Desk Admin**
Burraq Public High School, Pakistan

Provides data by operating a computer & Admin Works.

Reference

Present on request