

Nadeem Sajjad



OBJECTIVE:-

Highly diversified and skilled office administrator, administrative assistant, office manager, and customer service professional. Skilled in working remotely to provide services to clients. Drawn to community health services positions including peer support counselor, hotline operator, recovery specialist, and advocate. Interested in applying personal experience in overcoming medical issues, empathy, and motivated to apply diverse skills in challenging situations. Able to work independently and as a cooperative and productive team member.

PERSONAL PROFILE:-

Date of Birth : 12 Oct 1998
Place of Birth : Muzaffargarh
Place of Residency : Muzaffargarh
Age : 21 years
Height : 167.64 cm (5.5ft)
Weight : 65
Civil Status : Single
Sex : Male
Citizenship : Pakistani

I hereby certify that all information written above is true and correct to the best of my knowledge and beliefs.

SKILLS AND SOFTWARE:

1. Microsoft Office 10/10 (10 years)

- PowerPoint Presentations
- Word Formatting (spell check, watermark, Table of contents, Mail Merge, Page numbers, Header & Footer)
- Excel Automation (Pivot Table, Sales reports, recording macros, Formula fixation, Dashboards)

2. Photoshop 10/10 (5 years)

- Photo editing
- Background removal
- Photos retouching
- Image size
- Image Manipulation

3. PDF Element 10/10 (10 years)

- PDF Conversion
- PDF to Word
- PDF to Excel
- PDF to word
- Fillable Form
- PDF Design

4. Web Research 10/10(10 years)

- Finding valid Email Address
- First Name
- Last Name
- Company Name
- Phone NO
- Address
- CEO of Company

5. Data Scraping 10/10 (8 years)

Web Pages Scraping
Product data scraping from (Amazon, eBay etc.)

6. Excel Data Entry 10/10 (10 years)

Copy and paste
Scanned pages to excel
Images data to excel

WORK EXPERIENCE:-

Company Name: AL-QURAIISH TRADERS & BUILDERS MUZAFFARGARH
Address: Pakistan
Position: DATA ENTRY CLERK
Inclusive Dates: 2010-2015

Main Tasks:

- Preparing Client's invoices
- Daily Data Entry to Master file
- Daily Cash Summary
- Excel Calculation

Company Name: Shaukat Khanum laboratory collection Centre Muzaffargarh
Address: Pakistan
Position: DATA ENTRY CLERK
Inclusive Dates: 2015-2018

Main Tasks:

- Entering Patient detail into the company Database software
- Preparing records
- Answering the emails coming from main branch
- Updating Master file daily

Company Name: Fiverr
Address: Pakistan
Position: Seller
Inclusive Dates: 2011- present

Main Tasks:

- **Administrative Support**

Company Name: Upwork
Address: Pakistan
Position: Seller
Inclusive Dates: 2011- present

Main Tasks:

- **Administrative Support**

EDUCATIONAL ATTAINMENT:-

Tertiary: Virtual University of Pakistan (BS Software Engineering) (present)

Secondary: Government High School Muzaffargarh (2012)

Elementary: Aslam Cambridge Public School Muzaffargarh (2010)