



# Abdullah qureshi

PERSONAL ASSISTANT /  
VIRTUAL ADMINISTRATIVE ASSISTANT

## ADDRESS

Abbottabad Pakistan

**PHONE** +92 316 5991578

**EMAIL** aq.services.center@gmail.com

## ABOUT

Efficient Personal Assistant with 5+ years of experience supporting executives and teams. Skilled in managing schedules, handling confidential tasks, coordinating travel, and optimizing office operations. Ready to bring my organizational and communication skills to a dynamic environment.

## EXPERIENCE

### Comfy Bi-Linguals

July-23-continue

- Provided personalized support to executives, managing calendars and scheduling appointments to optimize their time.
- Coordinated virtual and in-person meetings, including preparing agendas, taking minutes, and following up on action items.
- Handled sensitive and confidential information with discretion, ensuring data security and privacy.
- Managed travel arrangements, including booking flights, accommodations, and ground transportation.
- Assisted in the preparation of reports, presentations, and other documents required for executive decision-making.
- Supported recruitment efforts by scheduling interviews, communicating with candidates, and managing onboarding processes.

### Fiverr

2023 – Present (Remote)

- Managed administrative tasks for multiple clients, including data entry, file organization, and document preparation.
- Provided virtual assistance, including email management, scheduling, and calendar coordination.
- Created and managed spreadsheets, databases, and other tools to streamline client operations.
- Supported social media management, including content scheduling and engagement tracking.
- Conducted research and compiled findings into tailored reports and presentations.
- Maintained strong client relationships through prompt communication and customized services.

## CDI Pakistan

May 19-May 23

Efficient Personal Assistant with 5+ years of experience supporting executives and teams. Skilled in managing schedules, handling confidential tasks, coordinating travel, and optimizing office operations. Ready to bring my organizational and communication skills to a dynamic environment.

## EDUCATION

### College/ University School here

FSC  
Abbottabad  
2019-2023

### Post secondary School

High school  
Abbottabad  
2008-2019

## AWARDS / CERTIFICATION

**DIT** Diploma in information Technology

## TECHNICAL SKILLS

- **Administrative Support:** Calendar management, travel coordination, meeting organization
- **Communication:** Professional email management, client correspondence, appointment scheduling
- **Confidentiality:** Handling sensitive information with discretion and integrity
- **Technology:** Microsoft Office Suite, CorelDraw, Photoshop, Database management
- **Social Media Management:** Content creation, account management, online research
- **Design & Presentation:** Presentation design, document preparation, creative marketing materials

## LANGUAGES

- English
- Urdu
- Pashto