

Muhammad Talha Aziz

Administration



CONTACT

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📍 Islamabad, Pakistan

LANGUAGES

English
Urdu

SOFT SKILLS

- Proficient in MS Office
- Basic Accounting skills
- Excel Proficiency

HARD SKILLS

- Creative design on
Canva or photoshop

INTERESTS

- Innovation and Technology
- Mentorship
- Hiking

PROFILE SUMMARY

With nearly three years of administrative experience across diverse organizations, I specialize in providing comprehensive support for outdoor operations. My expertise includes managing purchasing, leasing, billing, and meticulous record-keeping to ensure seamless functionality.

PROFESSIONAL EXPERIENCE

Admin support

Black arrow PPF studio | 2024

- Managed comprehensive stock control, including placing orders for necessary inventory, purchasing all studio supplies, and maintaining meticulous records of all present stock.
- Sourced and procured all required equipment and materials for the studio, ensuring operational efficiency and project readiness.
- Collaborated directly with the social media marketing team to guide and communicate specific promotional requirements and brand objectives.

Admin support for Real estate Dubai

LA Beach Real estate | 2022

- Managed the full document lifecycle, including scanning, printing, scoring, and accurately filing documents in both physical and digital records for efficient storage and retrieval.
- Ensured data integrity by meticulously checking, editing, and preparing critical files such as contracts and property portfolio listings.
- Enhanced organizational efficiency by developing creative templates, preparing detailed spreadsheets in Excel, and maintaining systematic records.

Assistant producer in a social media channel

White news | 2021

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EDUCATION

Preston University BS (2016 – 2020)

Bachelors in International Relation, Islamabad

Percentage: 71%

• **Skans Intermediate**

I.com (ACCOUNTING), FBISE

• **The Educator- FBISE Discipline#**

Matric

• **IETS- 6 BAND**