






Jawad Ahmed Muhammad Jameel

CONTACT

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-  10/ April/ 2003
-  valid iqama

SKILLS

- MS office mastery
- Software: ms office suite
- MS excel advanced user
- MS Excel

PROFESSIONAL SUMMARY

Offering strong organisational skills, attention to detail, and positive attitude. Knowledgeable about administrative processes and customer service, with basic clerical experience. Familiar with MS Office and eager to learn more. Ready to use and develop communication, time management, and data entry skills in [Desired Position] role.

WORK HISTORY

- | | |
|---|-------------------|
| Ms office | 05/2025 - Current |
| Xyz - Riyadh, Saudi Arabia | |
| <ul style="list-style-type: none">• Demonstrated proficiency in MS Office Suite; improved efficiency in daily tasks.• Developed comprehensive reports using MS Office suite to facilitate strategic decision-making.• Demonstrated proficiency in using MS Office Suite and other tools relevant to role. | |

EDUCATION

- Bsc-It: Computer science , 03/2023**
- Cosst - Larkana, Pakistan**

CERTIFICATIONS

- European Information Technologies Certification