


Zeeshan Ahmad



CONTACT

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SKILLS AND EXPERTISE

Customer Relations	<div style="width: 80%;"></div>
Communications	<div style="width: 80%;"></div>
MS Office	<div style="width: 80%;"></div>
Organizational Skills	<div style="width: 80%;"></div>
Adaptability	<div style="width: 80%;"></div>
Problem Solving	<div style="width: 80%;"></div>
Office Assistant	<div style="width: 80%;"></div>
Desktop Support	<div style="width: 80%;"></div>
Multi-tasking	<div style="width: 80%;"></div>
Teamwork	<div style="width: 80%;"></div>
Friendly co-worker	<div style="width: 80%;"></div>

EXECUTIVE PROFILE

- Technically strong in IT as desktop support (such as network trouble shooting, system windows, routers management and software installation)
- Technically skilled in Microsoft Office: Outlook, Word, Excel and Power Point.
- Trusted and reliable personal assistant, adept at managing sizeable office departments Handle all administration for departments, as office assistant and support staff.
- Managing all social media accounts for the travel company, including posting and tracking Support in the creation of marketing material, both digital and printed
- Results-oriented professional, experienced in international company. Proven ability to multi-task with attention to meet organisational goals.

EXPERIENCE

Office Boy & IT Desktop Support

August 2019 – June 2022

Mobilink Jazz (Main Branch), Multan, Pakistan

- Answers phone calls, schedules meetings and supports visitors.
- IT desktop support for trouble-shooting for network and windows errors
- Worked with main IT team to support in large project as network installation, routers distribution and local network connection management.
- Moderate support for office Microsoft office including Word, Power Point and outlook.
- Provides administrative support to ensure efficient operation of office.
- Carries out administrative duties such as filing, copying, binding, scanning etc.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for stationary and social area stuff.
- Contributes to team effort by accomplishing related results as needed.

Messenger Rider – Documents Filling

November 2017 – January 2019

Pakistan Post Office (Contractor) Multan, Pakistan

- Messenger work as document controller
- Sorting all papers alphabetically and according to content, dates, significance etc.
- Creating or update records with new files, posts and information
- Clarifying your scheduled and anticipated deliveries before each shift begins.
- Receive messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, two-way radio, or in person.
- Taking special care to load the parcels into your bag or vehicle in a safely manner.
- Record information, such as items received and delivered and recipients' responses to messages.
- Checking to see that you have completed all work allocated for the day.
- Remaining friendly and helpful as you conduct your duties.

EXPERIENCE

Travel Associate/Agent

February 2015 – March 2017

Asian Voyager Travel Agency, Multan, Pakistan.

- Plan and sell transportations, accommodations, insurance, and other travel services
- Cooperate with clients to determine their needs and advise them appropriate destination, modes of transportations, travel dates, costs, and accommodations
- Provide relevant information, brochures, and publications (guides, local customs, maps, regulations, events etc) to travellers
- Book transportation, make hotel reservations and Collects payments, books travel arrangements, and pays applicable fees.
- Use promotional techniques and prepare promotional materials to sell itinerary tour packages
- Handles travel issues, conflicts, complaints, cancelations, and refunds.
- Contributes to team effort by accomplishing related results as needed
- Established good working relationships with customers/clients

COMPLETED TRAINING PROGRAMMES

Microsoft Office (Excel, Power Point, Word & Outlook)

New Age Institute of Management Science, Multan, Pakistan

IT Desktop Support

Aptech Computer Educations, Multan, Pakistan

EDUCATIONAL ATTAINMENT

Metric (High School)

Government Muslim High School for Boys Kalma Chowk, Multan, Pakistan

Middle School Education

Al-Falah Public School, Ghous Abad Colony, Multan, Pakistan

PERSONAL INFORMATION

Date of Birth	6 October 1992
Nationality	Pakistan
Religion	Islam
Gender	Male
Visa Status	Tourist (Two Months)