

DANISH JAVED

0345-9056440, 0336-9056440

danish.javed1983@gmail.com

House No. 22 Street No. 04 Mohallah Hazrat Umar Farooq Pahari Pura near Saithy Town
Old Haji Camp, Peshawar City

PROFESSIONAL SUMMARY

As an Executive Secretary with extensive experience in providing high-level administrative support to senior executives, I am confident in my ability to excel in this role. With exceptional organizational skills, strong attention to detail, and a proactive approach, I have a track record of effectively managing complex calendars, arranging meetings, preparing reports, and handling confidential information. I am a highly skilled communicator with excellent verbal and written communication skills, able to interact effectively with individuals at all levels of an organization. Additionally, my proficiency in various office software and tools enables me to streamline office operations and increase productivity. With a commitment to delivering exceptional service and exceeding expectations, I am confident that I can contribute to the success of any organization. I am dedicated to maintaining the highest standards of professionalism, confidentiality, and discretion, and am eager to leverage my skills and experience to support the goals of an executive team.

WORK EXPERIENCE

Executive Secretary

Nov 2021 - Present

Aziz Group of Industries • Peshawar

Executive Secretary to Chairman of the Aziz Group of Industries. He is also Senator of the Senate of Pakistan. Assisting a high-profile person. Over-seeing Chairman's Senate and Personal work altogether.

Executive Secretary

Jul 2011 - Jun 2022

HAMSER NPD Private Limited • Peshawar

Served as Executive Secretary of Chairman with full zeal and zest. Main duties include correspondence, meeting schedules and minutes, presentations and other secretarial works.

- + Coordinate arrangements, meetings and conferences.
- + Resource Management and Office Stock / inventory control.
- + Coordination with Staff and Departments.
- + Compile, proofread and revise drafts of documents and reports.
- + Prepare reports, presentations and correspondence accurately and swiftly.
- + Answer and screen telephone calls and responds to mails and calendar management

Personal / Private Secretary to Director General(s)

Apr 2008 - Jun 2011

FM&E Cell of DRAPP-Govt of Pakistan (Funded by World Bank & ADB) • Peshawar

A BPS-16 contractual post includes General Office Management and secretarial support to the top official / officers of the Government of Pakistan. Primary responsibilities included

- + Administrative & Secretarial support to the Deputy Auditor Generals & DGs Audit and Admin
- + Official spokesperson of Additional Auditor General of Pakistan for KP
- + Telephone Call and visitor Management
- + Supervision of secretarial staff.
- + Official correspondence i.e. letter / memo writing, dictation etc.
- + Administrative Inspection Reports for the Financial Year 2008-09
- + Contribution & valuable input in the Audit Report of the department for the financial year 2007-08, 2008-09 and 2009-10.
- + Dispute resolving and Strengthen Internal Control
- + Maintenance of office record / filing.
- + Correspondence with Headquarters and sister organizations.

As Franchise Support Officer I was responsible for the smooth operations of the franchises located in the domain. The post facilitates in HR and other activities of the franchises. Other duties included

- + Trainings & Seminars arrangements for Franchise staff.
- + Help franchisee in managing their HR activities.
- + Coordination among different Franchises and dispute resolving.
- + Technical support for smoothening the business and better manage their resources.

EDUCATION

MBA (Banking & Finance) (Halted)

Oct 2010 -

City University of Science & IT • Peshawar, Pakistan

Bachelor of Arts (Economics & English Literature)

Oct 2005 - Mar 2007

University of Peshawar, Peshawar • Peshawar, Pakistan

Bachelors with Major in Economics and English Literature with distinctive 2nd Division Grades.

Diploma in Information Technology

Jan 2000 - May 2003

Bakhtiar Memorial Computer Academy-PESCO • Peshawar

Diploma of Information Technology with distinctive 1st Division Grades.

SKILLS

Information Technology

Microsoft Windows & Office, Networking, Internet & Search Protocols, SIMS, Adobe Photoshop, Corel Draw, E-marketing, Computer Hardware and Troubleshooting, Graphic and Banner designing.

Administration & Management

General Office Management, Organizational Development, Filing, Correspondence, Front Office Operations, Back-end Support.

Report Writing

Audit Reports on the accounts of Federal Government Accounts. Administrative reports Monthly, quarterly, Semiannual & annual. Administrative Inspection Reports for the Department of Auditor-General of Pakistan.

Language

Fluent in English, Urdu, Pashto, Hindko & Punjabi, Intermediate Afghani Persian

PROFESSIONAL CREDENTIALS

- Computer Assisted Audit Techniques (CAATs)

AWARDS AND HONOURS

Best Employee Award (Certificate)

2013

Best employee award / certificate for the best performance and management from HAMSER NPD Pvt Limited.