



SAMI AHMED

PROFESSIONAL SUMMARY

I've Proven managerial experience and cost-cutting abilities, while maintaining high standards, achieving organization goals and maintaining the utmost confidentiality. Talented Assistant with excellent interpersonal skills. Highly effective and knowledgeable in all administrative tasks and IT. Aiming to leverage my work experience and abilities into a role at your Organization.

CONTACT INFO

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Address: House No 1, Malik Nadeem Street, Zaryab Colony, Saeedabad No 2 Dalazak Road, Peshawar.

EDUCATION

2020-2022

Masters in Business Administration
Iqra National University Peshawar

2016-2020

Bachelors in Software Engineering
Iqra National University Peshawar

2017-2018

Diploma in Information Technology
Board of Technical Edu. Peshawar

2014-2016

Fsc (Pre-Engineering)
Edwardes College Peshawar

2014

SSC (Science)
Peshawar Model School Boys 3

SKILLS

- Microsoft Office
- Project Management
- Strong communication skills
- Proactive, initiative, creative
- Team Building

EXPERIENCE

Admission Officer

Iqra National University

2020 - PRESENT

- Accepting and filtering student applications & assessing applications according to our eligibility criteria.
- Providing consultations & assisting Students.
- Managing and Acquiring resources - both hand copy & Electronic

Assistant to Director Administration

Iqra National University

2019-2020

- Greet and assist visitors.
- Generating reports and presentations
- Provided administrative services.
- Maintains supplies inventory
- Handling office tasks, such as filing, setting up for meetings, and reordering supplies.

Reservation & Ticketing Officer

Malik Group of Travels

2019-2020
EVENING

- Assisting and advising customers
- Making Reservations
- Ticket issuance
- Customer Services

Project Manager

Construxive Pvt.Ltd

2018-2019

- Reporting regularly progress
- Ensuring the time management
- Resolving any issues or delays
- Prepare budget, cost estimates, timetables
- Manage costs in order to meet budget