

# Muhammad Shahzad

## Admin Assistant/Clerk



### PERSONAL STATEMENT

Diligent and dependable Admin Assistant with strong administrative skills and a solid background in tech and construction sectors. Proven ability to exceed business targets while meeting diverse customer demands. Skilled in managing clerical tasks such as routing correspondence, organizing files, and coordinating travel arrangements to ensure efficient business operations.

### Higher Education:

Master in Information Technology (2018 -2020)  
(Superior University Lahore Pakistan)

### WORK EXPERIENCE:

#### **Data Annotator /Labeler:**

#### **XA Group Automotive (Only 2 months working)**

- Annotate and label various types of data according to project guidelines and specifications.
- Review annotated data for accuracy and completeness, making adjustments as needed.
- Work collaboratively with data scientists and engineers to ensure high-quality annotated Data for machine learning models.

#### **Admin Assistant/Clerk**

#### **SAG Technical Cleaning Services LLC -2022, FEB TO 2024, JAN**

##### *Responsibilities:*

- Welcomed and greeted all visitors in sites, directed to appropriate staff; opened all incoming mail.
- Maintained and updated vacation time and sick time accrued for all employees.
- Routed correspondence to facilitate timely communication between team Members, customers.
- Create and update records ensuring accuracy and validity of information and Schedule and plan meetings and appointments.
- Coordinate with other departments to ensure compliance with established Policies and Maintain trusting relationships with suppliers, customers and Colleagues.
- Sometime Perform receptionist duties when needed.
- Produce and distribute correspondence letters, Quotations , Invoices And forms and Assist in the preparation of regularly scheduled reports.
- Provide general support to visitors and Provide information by answering Questions and requests.
- Maintain computer and manual filing systems and Handle sensitive information In a confidential manner.
- Organized, stored and retrieved files to enhance daily operations and Support customer needs.
- Carry out administrative duties such as filing, typing, copying, binding, scanning.
- Cover the reception desk when required and Maintain computer and manual filing systems.
- Reply to email, telephone, or face to face inquiries and Develop and update administrative systems to make them more efficient.
- Greet and assist visitors to the office and Provide polite and professional communication.
- Implement clerical duties and administrative processes.

### CONTACT DETAILS

Current Address: Dubai  
055-8295338  
054-4106811  
Mughalshahzad2331@gmail.com  
Visa Status: Employment

### EXPERTISE

Microsoft Office  
GoogleDocs  
Google Sheets  
Data Entry  
Form Filing  
Typing Skills

### LANGUAGES

English  
Urdu  
Hindi  
Punjabi

### Key SKILLS

Communication  
Team Work  
Office administration  
Data entry and management  
File management  
Document creation and distribution  
Handling Work Pressure  
Clerical support

### PERSONAL DETAIL

Male  
25-01-1996  
Pakistani  
Single  
Passport No (XB5152551)