


# Usman Zahid Chaudhry

## Contact

### Address:

Willing to Relocate

### Phone:

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uszchaudhry1@gmail.com  

### Skype:

us.chaudhry 

### LinkedIn:

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### PassPort #:

CC5175392

### Driving License #:

RI-23-9522

## Languages

- English – (C1)
- Arabic – (B2)
- Urdu – (C2)
- Punjabi (C2)

## Hobbies

- Photography
- Football
- Cricket
- Gaming

## Summary

Highly efficient and diligent administrative office professional. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

## Skill Highlights

- Twelve years and Eight months of experience as an Administration Officer & Administrative Assistants.
- MS Office (MS Word, MS Excel, MS PowerPoint), Accounting, Invoicing, Data entry, Staffing, Document preparation, Google Docs, MS Windows, Internet Explorer, Adobe Acrobat, Compile data, Customer service and Executive mailing, Answer telephone and relay telephone, Order office supplies and maintain inventory.
- Answer customer inquiries and resolve issues immediately.
- I have experience working with vendors, clients, and investors, along with each department in the company, to coordinate and carry out multiple projects from beginning to end.
- A full range of computer (Software Installation, Wireless Networking, Microsoft Office, Microsoft Window, Linux, Virus Protection, Backup Data, Recovery Data, Computer Technician).

## Experience

- **Empire School System (PVT), Rawalpindi - Pakistan**  
**Administration Officer**  
*March 4, 2015 – Present*
- Microsoft Office, Accounting, Invoicing, Data Entry, Staffing, Document Preparation, Google Docs, Internet Explorer, Adobe Acrobat, Compile data, Customer Services and Executive mailing.
- **Air Eagle (PVT) Ltd International Airport, Islamabad-Pakistan**  
**Supervisor (Admin)**  
*April 1, 2011 – January 29, 2015*
- MS Office, Invoicing, Staffing, Executive mailing, Document preparation, Order office supplies and maintain inventory.
- **OXEBi (PVT) Ltd (IT Services), Rawalpindi - Pakistan**  
**I.T Administrator**  
*January 1, 2008 - February 28, 2011*
- **Center for Computer Services, Islamabad - Pakistan**  
**Computer Technician**  
*October 17, 2003 - December 31, 2007*

## Education

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- **Allama Iqbal Open University, Islamabad - Pakistan**   
**Bachelor of Sciences, BS(CS) Honors Degree**  
**(Islamabad, Pakistan)**  
*January 03, 2005 - December 31, 2009*
- **Federal Board Of Intermediate And Secondary Education**   
**Pakistan Community School & College Tripoli, Libya.**  
**Higher Secondary School Certificate Examination**  
**(HSSC)**  
**PRE-ENGINEERING**  
**(Tripoli, Libya)**  
*February 3, 2003*
- **Corina Institute Of Computer (Tripoli, Libya)**   
**Computer Technician**  
**Diploma**  
**(Tripoli, Libya)**  
*March 27, 2002*
- **Federal Board Of Intermediate And Secondary Education**   
**Pakistan Community School & College Tripoli, Libya.**  
**School Certificate Examination**  
**(SSC)**  
**SCIENCE**  
**(Tripoli, Libya)**  
*April 3, 2000*

## Certifications

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- **Administration Officer**
- **Accounts**
- **Computer Technician**

## References

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References available upon request