

# NOUMAN ANWAR

## ADMINISTRATOR



## OBJECTIVE

Self-directed and detail-oriented professional with the ability to work on multiple projects by providing solutions to complex problems while maintaining strict confidentiality. I can leverage my education, technical skills, and problem-solving skills to improve productivity and efficiency.

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## EXPERIENCE

### FREELANCER

2020 - CURRENT

- Web Designing (WordPress, Shopify, WIX)
- Search Engine Optimization (Product & Website)
- Virtual Assistance (Amazon, eBay)
- Graphic Designing (Illustrator, Photoshop, InDesign)

### ADMIN ASSISTANT – SHAMA MAINTENANCE QATAR

2015 - 2019

- Organize and maintain filing systems, both paper and electronic.
- Order office supplies and maintain inventory.
- Travelling arrangement, including booking flights, hotels, and transportation.
- Data entry and management of spreadsheets and databases.
- Provide support to other administrative staff as needed.

### INTERNSHIP – IBQ BANK

QATAR

TELLER – 8 MONTHS

- Ensure cash/cheque transactions are processed as per the bank procedures and QCB rules
- Ensure all transactions are posted accurately to customer's accounts
- Process ECC cheques
- Process withdrawals/deposits
- Assure proper reconciliation of cash at the close of business each day

## CONTACT

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## ABOUT ME

I am seeking an admin position to leverage strong organizational and communication skills. Proficient in office software and eager to contribute to a dynamic team. Possess a keen eye for detail and a commitment to delivering excellent service.

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## EDUCATION

Diploma of Associate Engineer  
(ELECTRICAL) (2014)

Intermediate of Commerce (2008)

High School – Science (2006)

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## SKILLS

MS Office  
Communication  
Problem Solving  
Attention to details  
Data Entry  
Teamwork