



AATIKA AHMAD

ADMINISTRATIVE ASSISTANT
OFFICE SUPPORT ASSISTANT |
DOCUMENT HANDLING | CLERICAL
DUTIES

+923478455504

atikasyed6@gmail.com

Islamabad, Pakistan

Education

Master of Science (MS) – Organic Chemistry

University of Wah, Pakistan
2023 – Present
CGPA: 3.3/4.0 (In Progress)

Bachelor of Science (BS) – Chemistry

Government College University, Faisalabad
2018 – 2022
CGPA: 3.29/4.00

Higher Secondary School Certificate (Pre-Medical)

Air Base Inter College, Mushaf, Sargodha
2018
Grade: A1

Secondary School Certificate (Science Group)

Fazaia Model Inter College, Mushaf, Sargodha
2015
Grade: A1

Core Competencies

- Mail & Document Distribution
- Stationery & Pantry Restocking
- Record Filing & Document
- Shredding
- Cleaning & Hygiene Maintenance
- Guest Refreshments & Beverage
- Service
- Manual Handling & Lifting Cartons
- Photocopying, Scanning, Binding
- Team Support & Internal Coordination
- Oral & Written Message Delivery
- Basic Computer & Communication Skills

About me

Proactive and reliable office support assistant with over 4 years of hands-on experience in administrative, clerical, and hospitality support roles. Skilled in handling office documentation, distributing correspondence, managing pantry services, and maintaining a clean and organised work environment. Adept at operating office equipment such as photocopiers, scanners, and binders, with strong communication skills in English. Well-regarded for punctuality, teamwork, and a positive attitude toward completing routine and physically demanding tasks. Demonstrates a strong sense of responsibility and attention to detail in fast-paced and professional settings.

Experience

Administrative Assistant

Bloomfield Hall School, Sargodha – Pakistan | Jan 2020 – Dec 2021 (On-site)

- Helped with clerical work including file tracking, photocopying, and document organization.
- Assisted in distributing stationery, organizing cupboards, and managing pantry supplies.
- Supported school events with tea/coffee service and venue arrangement.

Office Coordinator – Consultancy Projects

Wah Cantt, Pakistan | Mar 2019 – Dec 2019 (On-site)

- Assisted with document filing, data entry, and appointment management.
- Prepared internal reports, Excel sheets, and routine communications.
- Supported client meeting preparations and calendar booking.

Remote Administrative & Digital Support (Freelance)

Bahrain / Remote | Jan 2022 – Present

- Deliver admin support to businesses and professionals: scheduling, email handling, file creation.
- Use Canva and PowerPoint for visual reports, flyers, and presentations.
- Create and manage Google Sheets dashboards for data summaries and updates.
- Manage travel plans, calls, and document flow remotely.

Languages

- English,
- Urdu, and Hindi
- Arabic – Basic (Learning Level)

Digital Skills

- MS Office Suite – Word, Excel, PowerPoint, Outlook
- Google Workspace – Docs, Sheets, Slides, Gmail, Calendar
- Canva – Flyers, presentations, brochures
- Tableau – Basic data dashboards
- Python (Basic) – Data automation
- Typing – 60+ WPM with high accuracy
- Cloud Storage – Google Drive, Dropbox, OneDrive

Administrative Assistant – Executive Office

Serena Hotel, Islamabad, Pakistan

- Provided high-level administrative support to the Executive Office at Serena Hotel, catering to diplomatic, corporate, and international clientele.
- Coordinated travel arrangements, VIP bookings, and confidential guest communications for embassies, government officials, and foreign dignitaries.
- Handled meeting logistics, recorded minutes, followed up on action items, and ensured accurate scheduling across departments.
- Created official documents, presentations, spreadsheets, and reports for internal use using MS Office Suite.
- Maintained filing systems, both digital and manual, for executive schedules, travel records, and correspondence.
- Managed email and phone communications, acting as the liaison between executive staff and external clients.
- Assisted with internal audits, guest feedback compilation, and front-desk operations during peak event periods.

Certifications

- Microsoft Office Specialist (Excel, Word, PowerPoint) – Coursera, 2023
- Google Workspace – Applied Digital Skills – Google, 2023
- Canva for Business Communication & Design – Canva, 2023
- Email & Corporate Communication Etiquette – Alison, 2022
- Handling Confidential Documents & Data Security – Skillshare, 2023
- Customer Service & Front Office Training – EdApp, 2023
- Tableau for Beginners: Data Literacy Certificate – Coursera, 2023
- Remote Team Collaboration & Virtual Admin Tools – Udemy, 2022
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