



Junaid Muhammad

Virtual Administrative Assistant



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SUMMARY

Hard-working and self-motivated virtual assistant with 3+ years experience in Customer service, website content administration, record-keeping, and various personal assistance tasks. Able to focus on work without the need for supervision.

CAREER

2018 - 2021

**Engeecon
Academy**

PROJECT ASSISTANT

- Provided management for various online and offline projects
- Managed customer service, social media channels, and e-commerce businesses operations
- Maintained tactical control of project budgets and timeliness to keep teams on task and achieve schedule targets.

2016 - 2017

Microglobe.uk

ONLINE STORE MANAGER

- Corresponded with online customers to address questions or complaints about products, policies, or shipping methods.
- Competitor analysis, managing stock, Listing profitable products, and excel sheets data management on a daily or weekly basis

EDUCATION

2016

**Bachelors in
Computer
Sciences**

UNIVERSITY OF AGRICULTURE

- Member, 2012-2016.

SKILLS

Sound knowledge of HTML, CSS, Photoshop, Illustrator, and canva. Microsoft Office, Google Docs, Multitasking, and Excellent communication skills.