



# IRFAN

# HAIDER

**VIRTUAL ASSISTANT,  
PERSONAL ASSISTANT,  
ADMINISTRATIVE  
SUPPORT**

## CONTACT ME AT



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## PERSONAL PROFILE

A Virtual Assistant with 3 years experience in various tasks. A tech savvy and problem solver that you can rely on. Also experience in personal assistant and Administrative support.

## WORK EXPERIENCE

**Personal assistant: I also will become your personal assistant**

***Virtual Assistant: Experienced in providing administrative support to remote clients across diverse industries, including finance, real estate, and technology. Adept in managing calendars, conducting research, updating databases, and assisting with social media management. Accomplished in bookkeeping and proficient in creating reports and presentations.***

***Administrative Support: Skilled in providing administrative support in fast-paced office environments. Proficient in managing communications, coordinating appointments and meetings, event planning, and maintaining databases. Adept in performing various office tasks, including ordering supplies and organizing the office. Committed to ensuring accuracy and confidentiality of company information.***

## EDUCATION HISTORY

- Bachelor's Degree in Business Administration (2018)

### **Certifications:**

- Certified Virtual Assistant (2022)
- Microsoft Office Specialist (2021)

### **Languages:**

- English (Fluent)
- Spanish (Conversational)