

Aiman Faizan

Personal Assistant

Contact

0323-6539341

aimanniazi95@gmail.com

Multan

Skills

- Communication
- Time management
- Office Administration
- MS Office
- Event & Meeting Coordination
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Language

English (Good)

Urdu (Good)

Summary

Dedicated and well-organized Personal Assistant with experience in managing schedules, handling official communication, and supporting executive-level tasks with confidentiality and efficiency.

Education

Bachelor of Arts

2018-2020

UCMS

Experience

**Personal Assistant to Principal
Khanewal**

Sep2021-Jan2025

- Assisted the Principal in daily administrative tasks and confidential communication.
- Scheduled and organized meetings, maintained calendar, and managed official correspondence.
- Drafted letters, circulars, and school notifications for parents and staff.
- Maintained school records, documents, and helped coordinate school events.
- Acted as a bridge between Principal and staff, ensuring smooth internal communication.
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