



# Haider Malik

University Student

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## Links

[Website](#)

## Languages

Punjabi

Urdu

English

## About

With a robust background in customer service across office administration and event coordination, I excel in client relations, maintaining confidentiality, and adapting to fast-paced environments. Proficient in English, Punjabi, and Urdu, I'm adept at serving a diverse clientele and handling various retail responsibilities efficiently.

### BRANDS WORKED WITH

INDUS VALLEY SOLICITORS

JAR SITE SOL

Cityman Cars Ltd

Blakeberry Pharmacy

## Experience

### ● OFFICE ADMINISTRATOR/

INDUS VALLEY SOLICITORS | Jan 2024 - Apr 2024

- Handled day-to-day office operations, including managing incoming calls, emails, and correspondence
- Greeted and assisted clients, providing a welcoming and professional first point of contact
- Managed client databases and files, ensuring accurate and confidential record-keeping
- Proficiently used office software (e.g., Microsoft Office Suite) to streamline operations
- Assisted solicitors with document preparation and formatting for legal proceedings
- Responded promptly to client inquiries and requests, delivering exceptional service and support

### ● EVENT COORDINATOR/

JAR SITE SOL | Mar 2023 - Now

- Maintained consistent site security, enforcing rules, issuing notifications, and removing violators
- Used initiative and independent judgment within established guidelines to respond appropriately to security situations
- Eliminated unauthorised access through effective employee and visitor screening
- Produced incident reports
- Remained flexible in a rapidly moving environment and adapted to developing situations

### ● Asst. IT technician

Cityman Cars Ltd | Jul 2022 - Aug 2022

- Assisting in the maintenance of the local area network
- Monitoring online services.
- Helping with various technical issues
- Updating user accounts
- Engaged with stakeholders to build relationships and brand awareness



### ● Admin assistant

Blakeberry Pharmacy | Jul 2021 - Aug 2021

- Assisting daily operations
- Customer services
- Contacting GPs using in-house software for repeat prescriptions
- Produced daily reports
- Providing feedback on daily tasks
- Updating stock inventory electronically

# Education & Training

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2023

● University of Westminster

BSC CYBER SECURITY AND FORENSICS,