



Abdullah Shoukat

Administrative Assistant / Office Assistant

3 Years of Experience

Looking for Suitable Position

CONTACT



Abdullah Shoukat



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Bur dubai, Dubai - UAE

SKILLS

SELF MOTIVATION



ABILITY TO LEARN AND WORK UNDER PRESSURE



CONFIDENT AND GOOD TEAM PLAYER



ABILITY TO DEAL WITH MULTICULTURAL ENVIRONMENT



LANGUAGE



English



Hindi

PASSIONS



CAREER OBJECTIVE



Intend to build a career with an organization with committed and dedicated people which will help me to explore my skills and fully maximize my potential. Willing to work as a key player in a challenging and creative environment to make a significant contribution in the organization.

EDUCATION



• 2021

A Levels / Intermediate in Computer Science

Superior Group of Colleges - Gujrat

Pakistan

• 2019

O Levels / 10th Class - Matriculate

DAR E ARQAM MODEL HIGH SCHOOL - Gujarat

Pakistan

EXPERIENCE



• 3 Years

Office Assistant

Pakistan

.full cycle duties, answering clients calls, spot visited

PERSONAL DETAILS



• Date of Birth: 04/03/2000

• Marital Status: Single

• Nationality: Pakistani

• Visa Status: Visit Visa

• Passport No: LJ5191871