



Malik Abdul Sami

Data Entry Operator/ Administrative Assistant

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Profile

A versatile, analytical and hard-working Administrative Assistant, with a practical "get the things done approach" who always perseveres to achieve the best results. A highly skilled person who has latest knowledge in operating computer's softwares e.g MS Office, WPS, Corel Draw, Making professional presentations with utmost excellence. Excellecnt in formal communications and written skills.

Education

Matriculation with Computer Sciences (2017), District Public School & Inter College Jauharabad, Punjab, District Khushab. Pakistan

Intermediate in Computer Sciences (2020), Superior College Jauharabad, Punjab, District Khushab. Pakistan

Skills

- Expert in installation of various softwares and other operating programs.
- Self Writing/ Official Correspondence in professional business English.
- General Administrative Work in Office.
- Interpersonal.
- Master in the use of MS Office tools: MS Word, Excel, Powerpoint.
- Record Keeping.
- A multi-tasker, able to support the Management Team with administration.
- Able to build personal relationships.
- Communication skills in both English & Urdu.
- Business Negotiations.
- Customer Care.
- Good at prioritization.
- Good verbal, written communication in both English & Urdu.
- Capable of doing high speed typing (Both English & Urdu).
- Active Listener.
- Email Marketing.

Languages

Urdu



English



References

Reference will be provided on demand.

Interests

- Book Reading
 - Current Affairs
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Declaration

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge. I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.