



## 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



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## References

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**Reference will be provided on demand.**

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## Interests

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- Book Reading
- Current Affairs

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## Declaration

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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.