

PROFILE

Dedicated **Office Assistant** with 2 years of experience answering high volume of incoming calls while handling in-person inquiries from clients and colleagues. Flexible and hardworking with drive to succeed.



AHMED RAZA KHOKHER
OFFICE ASISTANT

EDUCATION


B.Com (Bechlor Of Commerce), Sindh Jamshoro University
Jamshoro | 2014 February - 2016 January


EMPLOYMENT HISTORY


- Office Asistant, Rims International FZCO**
Free Zone Jafza | 2021 December - Present
- Processed purchase invoices promptly and correctly to facilitate payment within agreed timeframes.
 - Approved and issued cash and petty cash advances, and authorising signatures met department requirements.
 - Followed appropriate company policies regarding customer of staff theft.
 - Provided Customer Service
 - Answered And Directed Phone Calls
 - Maintaining Office Equipment
 - Generate monthly statements for customers
 - Receive, verify, and record incoming payments

Asistant Manegement, Prince Supermart
Karachi Pakistan | 2018 March - 2021 November

- Processed purchase invoices promptly and correctly to facilitate payment within agreed timeframes
- Organized and maintained files.
- Greeting clients and visitors
- Providing support to managers and employees
- Preparing reports For Employs

 +971 50 839 7499

 khokhersahab0@gmail.com

 Jabel Ali Parco, Dubai, 000, United Arab Emirates

Birth Date
14/08/1998

Nationality
Pakistan

LANGUAGES

English

Urdu

SKILLS

- Microsoft Office Skills**
- Filing Skills**
- Phone Skills**
- Teamwork**
- Billing And Invoicing**
- Include An Office Assistant Skills Section**
- Write Skills**
- Word Microsoft Skills**
- [30] WPM Typing Speed**
- Staff Time Management**
- Social Media Knowledge**
- Word Processing**

Cash Officer + Handling Management, A.1 Guest House

Mirpurkhas | 2015 August - 2018 February

- Processed purchase invoices promptly and correctly to facilitate payment within agreed timeframes.
- Approved and issued cash and petty cash advances, and authorising signatures met department requirements.
- Followed appropriate company policies regarding customer of staff theft.
- Answered and directed phone calls
- Provided customer service
- Providing support to employees
- Prepare bank deposits

HOBBIES

Caring, Loving, Writing, Cocking, collaboration, Song, Learning, Internet Social Media, Photography, Traveling, Reading, Problem Solving, Cycling.

Cash Handling

Problem-Solving Skills

Mail Handling

Basic Math Skills

Currency Counting

Receipt And Refund Issuance

Cash Reports And Documents

Petty Cash Drawer Systems Management

Payment Collection

Written And Verbal Communication

Cleaning & Sanitizing