

# Nakash Afzal

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## ***Career Objective***

To further my professional career with an executive level management position in a world class company. Seek to diversify my skills in another industry and as part of a larger organization. Relocation desirable

## ***Profile of Qualifications and Special Skills***

- Ability to type at least 40 words per minute.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software..

## ***Current Working Experience***

### **Ali Hasan DELIVERY SERVICES**

Burjman Offices, al karama Dubai

**Dec 2019 up to present**

Office Clerk

### **Responsibilities**

- Performs clerical duties including typing, filing, and completion of simple forms.
- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Answers phones, directs calls to appropriate individuals, and prepares messages.
- Copies, sorts, and files records related to office activities, business transactions, and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Sorts incoming mail and delivers to appropriate department or individual; processes outgoing mail.
- Maintains filing systems either manually or electronically.
- Manages calendars and schedules appointments.
- Completes additional assigned tasks as required.

## ***Previous Working Experience***

### **BOL News Network**

Karachi, Pakistan

**20 jun 2016 to 15 jul 2018**

News Editor/ Script Writer/Web Editor

### **Responsibilities**

- Coordinate online or print publishing cycle and manage content areas.
- Set publication standards and establish goals and expectations..
- Suggest stories and generate headline ideas in alignment with targeted audience's preferences.
- Proofread, edit and improve stories or pieces.
- Cooperate and liaise with designers, photographers, advertising reps, writers, artists etc.
- Meet deadlines and budget requirements.

## ***Awards***

- **Employ of the month more than 5 time.**
- **Appreciation letters from customers in multiple times.**

### ***Educational Background***

- **Intermediate (FA) from Govt Degree College Bhagtanwala Sargodha**
- **Diploma in Quantity Surveyor from Buraq institute of science and technology Rawalpindi**
- **Diploms in MS Office From Al madina computer college Bhagtanwala Sargodha**

### **skills :**

- MS Word
- Excel
- Power Point
- Internet
- Data Entry

***Passport No. : EA1512812***

***Having valid U.A.E. Motorcycle Driving License***

***\*Issued in Dubai    \*Issue date: 07/11/2019    \* Exp. Date: 07/11/2026***

***Visa Status : Residential visa***

***Notice Period : 15 Days to 1 month***

***\*\*Character References Available Upon Request\*\****