



ABDUL REHMAN SARFARAZ

DATA ENTRY OPERATOR

PROFILE

Experienced Office Management & Administration Professional with 2+ years of experience optimizing productivity, efficiency and service quality across various environments. Highly professional, ethical and reliable support specialist that blends with advanced organizational, technical and business acumen.

CONTACT

PHONE:

055 901 9059
+92 311 0339 033

DAE OF BIRTH:

13 MARCH 1999

ADDRESS:

DEIRA DUBAI

RELIGION:

ISLAM

CIVIL STATUS:

SINGLE

VISA TYPE:

VISIT VISA

WEBSITE:

<https://www.linkedin.com/in/abdul-rehman-688b23263>

EDUCATION

**THE CITY GRAMMER SCHOOL AND COLLEGE
KARACHI, PAKISTAN**

INTERMEDIATE

JULY 2019-AUGUST 2021

**THE CITY SCHOOL NORTH NAZIMMABAD KARACHI,
PAKISTAN**

OLEVELS

JANUARY 2007-JULY 2017

WORK EXPERIENCE

**THE CITY SCHOOL (LIBRARIYAN) KARACHI,
PAKISTAN**

OCTOBER 2021-AUGUST 2022

- Assisted supervisory staff with management of complex calendars and to-do lists to support organization and productivity.
- Drafted professional memos, letters, and marketing copy to support business objectives and growth.
- Answered multi-line phone system, routing calls, delivering messages to staff, and greeting visitors.
- Prepared flawless emails and other documents upon direction of immediate supervisor.
- Categorized and processed sensitive documents with information of deeply personal nature.
- Drafted documents in company-directed formats and fonts accurately and consistently

**K-ELECTRIC- DATA ENTRY OPERATOR KARACHI,
PAKISTAN**

[SEASONAL CONTRACT]

SEPTEMBER 2022-JANUARY 2023

EMAIL:

65.sincos@gmail.com

ALTERNATE EMAIL

abdur.r1353@gmail.com

NATIONALITY:

PAKISTANI

LANGUAGES:

ENGLISH

URDU

- Answering inquiries and directing visitors to appropriate locations or personnel
- Managed a high-volume workload within a deadline-driven environment.
- Maintaining customer records by regularly updating account information
- Identify and resolve product or service problems by clarifying customer complaints
- Handle administrative and clerical work including filing, faxes, couriers etc.
- Maintaining track record of incoming and outgoing calls and submit the same to the concerned person

SKILLS

- MS OFFICE (2013,2010,2007&2003)
- LMS (WEB BASED LIBRARY MANAGEMENT SYSTEM)
- Positive and resilient attitude, high level of customer service.
- Aptitude to trouble shoot and problem solve quickly.
- Strong written and verbal communication skills
- Ability to work under pressure, self-motivated and flexible.
- Experience in dealing with client and customer
- Excellent in identifying the need of organization.
- Excellent in understanding and analyzing the human behavior