



Ali Jan

Office Assistant | Admin Assistant | Admin Clerk

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Dubai, UAE

Summary

Motivated professional with a Bachelor's in Information Technology and certifications in Administrative Support, Customer Service and Diploma in Information Technology. Experienced in Administration, Office Management, Front Office Operation, Admin task, Clerical task, IT Support, and Customer Service with strong proficiency in Microsoft Office Suite and Data management. Proven track record in improving efficiency and delivering exceptional service. Seeking to contribute to a dynamic organization with my versatile skill set.

Experience

Office Assistant

SBBU-SBA, Sindh, Pakistan

May 2023 - May 2024

- Curated and managed a complex filing system that reduced document retrieval time by 20%, ensuring seamless office operations and enhancing productivity across all departments by 10%
- Collaborated with 5+ departments to streamline workflows and improve task completion efficiency by 20%
- Executed daily data entry with 100% accuracy, processing an average of 30 records per day, ensuring timely availability of information for decision-making.
- Managed clerical tasks including filing, copying, and distributing mail, handling up to 50 documents daily to support seamless office operations.
- Safeguarded confidentiality of sensitive information, maintaining compliance with data protection policies and achieving zero breaches in handling classified documents.
- Demonstrated strong multitasking skills in a fast-paced environment, prioritizing tasks effectively to meet deadlines with a 98% accuracy rate.
- Assisted executive staff in preparing 15+ reports, presentations, and meeting materials, resulting in enhanced meeting efficiency and decision-making.

Education

Bachelor of Science in Information Technology

Shaheed Benazir Bhutto University, Sindh, Pakistan

January 2020 - January 2024

Skills

- Administrative Support
- Office Administration
- Clerical Task
- Microsoft office Suite
- Data Entry
- Front & Back Office Operation
- Problem Solving
- Confidentiality
- Multitasking
- Customer Service
- Phone Etiquette
- Computer Literacy