

ABDUL JABBAR KHOSO

Mobile: 0563912838

Email: jabbarbaloch1110@gmail.com

Damac Park Towers DIFC Dubai

OBJECTIVE

To work in learning and challenging environment, utilizing my skill and knowledge to be the best of my abilities and contribute positively to the organization and enhancing the organization reputation with all my punctuality, honesty, efforts, skills, and expertise. **Total 6 Years of Professional Experience.**

EXPERIENCE

ADMINISTRATIVE OFFICER Cum PRO

03/2022 - Present

Express Business Services-DIFC
DUBAI

DUTIES & RESPONSIBILITIES

- Business Consultations, Arranging Business Meetings
- Giving Business Setup Services in Dubai
- Public Relation Officer (PRO Services)
- Amer Center Services, Tasheel Services, GDRFA Services MOHRE Services, Ministry of Labor, RTA Approvals, and other Various Government Departments.
- Making Trade, Commercial, Industrial Licenses, Dubai Free Zone & Non-Free Zone License and DIFC Trade Licenses
- Visa Services (Employment Visa, Sponsor Visa, Family Visa, New, Born Baby Visa, Maid Visa, Tourist Visa, Investor and Golden Visa.
- Making New or Renewal Tenancy Contracts
- Virtual and Flexi Desk Office Setup
- Helping with Opening Bank Account
- Legal Documents Attestation.
- Du, Etisalat, DEWA, Chiller Connections.
- Copies, Typing, Legal Translations and other office works.
- Schedule meetings and appointments
- Answering Phone Calls
- Providing administrative support for HR executives
- Book travel arrangements
- Provide general support to visitors
- Maintain meetings minutes
- Scheduling meetings and travel
- Collate and distribute mail
- Maintain office equipments

CUSTOMER SALES EXECUTIVE

01/2019 - 12/2021

Bini Telecom LTD

Islamabad

DUTIES & RESPONSIBILITIES

- Manage Large Amounts of Incoming Phone Calls
- Identify and Assess Customers' Needs to Achieve Satisfaction
- Build Sustainable Relationships and Trust with Customer Accounts Through Open and Interactive Communication
- Provide Accurate, Valid and Complete Information About the Product by Using the Right Methods/Tools.
- Handle Customer Complaints, Provide Appropriate.
- Solutions and Alternatives Within the Time Limits.
- Keep Records of Customer Interactions, Process Customer Accounts and File



PROFILE

ABDUL JABBAR KHOSO

Date of Birth: 17 Dec 1994

Gender: Male

Marital Status: Married

Nationality: Pakistan

Education: Bachelor of Science in Computer Science (BSCS)

Present Location: Dubai, UAE

Visa Status: Employment Visa

Driving License: Yes

SKILLS & ABILITIES

- Excellent Communication Skills.
- Excellent Skills in MS Office.
- Excellent Skills in Data Entry and Social Media Activities.
- Excellent Typing Speed.
- Ability to Work Well Under Pressure.
- Confident, Strong Team Player and Individual.
- Ability to Manage Unexpected Situations.
- Good Organizational and Multi Tasking Ability.
- Regularity in Working and Ability to Seek Advice.
- Able to Work Productively and Instinctively with Good Initiative.
- Ability to Learn Current and New Technologies

LANGUAGES

English	Proficient	●●●●●
Arabic	Beginner	●●●●●
Urdu	Native	●●●●●
Hindi	Native	●●●●●
Sindhi	Native	●●●●●

PERSONALITY

Hard Working & Focused ·

Self-Confident & Enthusiasm ·

Independent & Positive Attitude ·

Self-Motivated & organized ·

Decision Maker & Program Solver ·

Adaptable to any kind of Situation ·

Professional & Well Behaved ·

Always High Performances

DATABASE EXECUTIVE

02/2017 - 01/2019

Qsfashion.com

Islamabad

DUTIES & RESPONSIBILITIES

- Data Entry and Operations.
- Web Designing WordPress E-Commerce Website
- Web Development.
- Handling Web Data Entry.
- Ensuring all hardware and software are updated.
- Authenticating data.
- Monitoring the performance of hardware and software
- Monitoring system performance and identifying problems that arise

EDUCATION

UNIVERSITY - GRADUATE IN COMPUTER
SCIENCE

02/2018

SHAHEED ZULFIKAR ALI BHUTTO INSTITUTE OF SCIENCE
AND TECHNOLOGY

COLLAGE - COMMERCE

08/2013

SHAHEED ZULFIKAR ALI BHUTTO INSTITUTE OF SCIENCE
AND TECHNOLOGY

SCHOOL - SCIENCE

07/2009

SHAHEED ZULFIKAR ALI BHUTTO INSTITUTE OF SCIENCE
AND TECHNOLOGY

ACHIEVEMENTS

- 1 - Experience Certificate of Customer Sales Representative by Bini Telecom.
- 2 - Course Certificate of Merit CCNA(R&S) + LINUX held by CORVIT Private Institute in Pakistan.
- 3 - Internship Certification from JS-Bank DHA, Phase-6 Karachi, Pakistan.
- 4 - Certification by NEST I/O for 2day Workshop at SZABIST.
- 5 - Certificate of Achievement for Organizing Gaming Event at SZABIST.
- 6 - Certificate for Successful Completion of CISCO Packet Tracer Workshop at SZABIST.
- 7 - Certificate for Participating in Programming Competition Organized by SZABIST.

Looking for suitable job

Signature: Abdul Jabbar Khoso