

Abdul Ahaad Abro

Phone: +971 58 302 5119

WhatsApp: +923332779669 - +923043571858

Email: abdul.ahaad.career@gmail.com

Address: Dubai, United Arab Emirates (UAE)



PROFILE OVERVIEW

- Highly motivated and results-driven professional with extensive experience in Data Entry, Data Analysis, Operations Management, and Administrative roles. Committed to utilizing my skills and knowledge to contribute to the betterment of society. Proven track record of delivering exceptional results, optimizing processes, and providing comprehensive support.

OPERATIONAL QUALITIES

- **Communication:** Strong interpersonal and communication skills, enabling effective relationship building with clients, colleagues, and cross-functional teams.
- **Motivation and Drive:** Known for a high level of motivation and self-initiative, consistently seeking new challenges and opportunities for personal and professional growth.

PROFESSIONAL EXPERIENCE

Company Name: • Sindh Solid Waste Management Board, Hyderabad, Sindh, Pakistan

Duration: • January 2021- July 2022

About Company: • The Sindh Solid Waste Management Board (SSWMB) is responsible for managing solid waste in Karachi, Pakistan, and other districts of Sindh Province. It holds exclusive rights over all types of solid waste within municipal council limits and grants permissions for waste collection, transportation, recycling, composting, and energy generation projects.

Position: • Data Entry Operator / Data Analyst

- Job Responsibilities:**
- Proficient in performing data entry tasks with speed and precision, ensuring timely completion of projects.
 - Processing confidential data and information according to guidelines.
 - Strong knowledge of data management systems and databases, ensuring efficient organization, retrieval, and maintenance of data.
 - Effective communicator and collaborator, working closely with cross-functional teams to ensure accurate data representation and reporting.
 - Committed to maintaining confidentiality and data security in accordance with privacy regulations and best practices.

PROFESSIONAL EXPERIENCE

Company Name: • TCS Private Limited, Hyderabad, Sindh, Pakistan

Duration: • March 2020 - December 2020

About Company: • TCS is Pakistan's leading courier, logistics, and e-commerce provider, serving corporate clients, SMEs, and households. With an extensive network of 900+ outlets across 380 cities, satellite-tracked vehicles, a dedicated Boeing-737, and a team of 4500+ couriers, TCS offers reliable and efficient services both domestically and internationally, connecting customers to over 3,500+ global destinations.

Position: • Assistant Operations Manager

Job Responsibilities:

- Skilled in managing day-to-day operations, including staffing, resource allocation, and workflow coordination, to ensure smooth and effective business operations.
- Proficient in developing and implementing operational strategies, policies, and procedures to improve operational performance and achieve organizational goals.
- Expertise in analyzing operational data and performance metrics, identifying areas for improvement, and implementing innovative solutions to drive operational excellence.

Company Name: • Imperial Hostel Co, Jamshoro, Sindh, Pakistan

Duration: • February 2016 - February 2020

About Company: • Imperial Hostel is a well-established and secure private accommodation in Jamshoro, Sindh, offering comfortable rooms and a range of amenities for students, professionals, and travelers. With a prime location, friendly staff, and a focus on customer satisfaction, we aim to provide a pleasant and convenient living experience.

Position: • Administrative Officer

Job Responsibilities:

- Proficient in handling a wide range of administrative duties, including managing schedules, coordinating meetings, and handling correspondence.
- Experienced in managing office supplies and equipment, ensuring their availability and proper maintenance.
- Effective communicator, skilled in liaising with internal and external stakeholders, providing excellent customer service, and resolving inquiries or issues promptly.

EDUCATION

- | | |
|--------------------------------|--|
| 2013
Pakistan | • Higher Secondary School Certificate (Intermediate)
Hyderabad Board, Sindh, Pakistan. |
| 2010
Pakistan | • Secondary School Certificate (Matriculation)
Hyderabad Board, Sindh, Pakistan. |

SKILLS & EXPERTISE

- | | |
|------------------------------------|--|
| • Data Entry & Analysis | • Professional Phone Etiquette |
| • Cash Handling | • Collaboration |
| • Customer Service | • Supply Chain Management |
| • Communication | • Organizational Skills |
| • Computer Skills | • Logistics & Transportation Management |
| • Leadership | • Creative Spirit |
| • Safety | • Reliability & Professionalism |
| • Sales | • Organized |
| • Time Management | • Motivated |
| • Team Player | • Graphic Designing |
| • Public Speaking | • Illustration |
| • Call Center | • Photography |
| • MS Office | • Video Editing |
| • Problem Solving | • AI Operator |
| • Active Listening | • Fast Learner |

LANGUAGES KNOWN

- **English:** Intermediate
- **Sindhi:** Native
- **Urdu:** Expert
- **Hindi:** Intermediate

PERSONAL DETAILS

- **Date of Birth:** 17 November 1992
- **Gender:** Male
- **Marital Status:** Married
- **Nationality:** Pakistani
- **Visa Status:** UAE Visit
- **LinkedIn:** [linkedin.com/in/abdulahaadabro/](https://www.linkedin.com/in/abdulahaadabro/)