

MUHAMMAD HASSAN ABBAS

+92-313-9580247

(\(\sigma\) +92-313-9580247



hasanabbas598@gmail.com Nationality: Pakistan



P/o Gulbela, District & Tehsil Peshawar, Pakistan, 25000



www.linkedin.com/in/muhammad-hassan-abbas-889a18206

ABOUT ME

Results-driven professional with over eight years of experience in Data processing, Administrative support, and Sales supervision. Proven ability to manage operations, coordinate teams, and optimize workflows. Adept at handling inventory management, ensuring operation efficiency, and improving system processes. Strong background in data analysis, communication, and organizational skills, with a solid track record of enhancing productivity and accuracy. Fluent in English, Arabic (Intermediate), Urdu, Hindi, and Pashto.

EXPERIENCE

DATA PROCESSING ASSISTANT

Ministry of Law

Islamabad

SUPERVISOR

ECLIPSE: TOWER

Peshawar

ASSISTANT CUM COMPUTER OPERATOR.

FATA D.A

Peshawar

SALES SUPERVISOR Peshawar /SALES EXECUTIVE

JOB DESCRIPTION

Provided technical assistance and support in processing

- data, generating reports, and managing documentation.
- Streamlined data entry and processing procedures.
- Coordinated with various departments to ensure smooth workflow and timely completion of tasks.

JOB DESCRIPTION

2019-2022

2022- TILL DATE

- Managed inventory, warehouse operations and logistics.
- Coordinated with procurement and logistics teams.

JOB DESCRIPTION

2017-2019

- Supervised administrative operations and data management.
- Coordinated communication between different entities.

JOB DESCRIPTION

- Supervised sales operations, including inventory management.
- Developed and implemented strategies to achieve sales targets & increase market share. Daily Progress Report Writing.

EDUCATION:

Masters in Social Science

Bachelor of Biological Sciences

Diploma in Information Technology.

From:

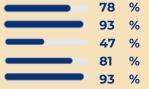
- Bacha Khan University, Charsadda Pakistan.
- · University of Peshawar.
- KHYBER PAKTUNKHWA BOARD OF TECHNICAL EDUCATION

EXPERTISE

- Management Skills MS Suit
- Digital Marketing,
- Negotiation Skills, Spread Sheet,
- **Quick book. Documents** Controlling.
- Data Analysis, Book keeping
- Customer Service.
- Strong Organizational and **Multitasking Abilities**

SKILLS SUMMARY

- Design Process, HR
- Data Visualization
- Machine Learning
- Project Management
- Database Management
- Business Administration
- Microsoft Office/Suit



93 %