



# MUHAMMAD HASSAN ABBAS



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## 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

### JOB DESCRIPTION

2022- TILL DATE

- 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.

### SUPERVISOR

ECLIPSE: TOWER

Peshawar

### JOB DESCRIPTION

2019-2022

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

### ASSISTANT CUM COMPUTER OPERATOR.

FATA D.A

Peshawar

### JOB DESCRIPTION

2017- 2019

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

### SALES SUPERVISOR Peshawar /SALES EXECUTIVE

### JOB DESCRIPTION

2014-2016

- 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

From:

- Bacha Khan University, Charsadda Pakistan.

Bachelor of Biological Sciences

- University of Peshawar.

Diploma in Information Technology.

- 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  78 %
- Data Visualization  93 %
- Machine Learning  47 %
- Project Management  81 %
- Database Management  93 %
- Business Administration  93 %
- Microsoft Office/Suit