



## **Muhammad Hassan Abbas**

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### **Profile Summary**

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 operational 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.

### **Professional Experience**

#### **Data Processing Assistant**

**Ministry of Law and Justice**

**June 2022 – Present**

- Provided technical assistance and support in processing data, generating reports, and managing documentation.
- Streamlined data entry and processing procedures, improving accuracy and efficiency.
- Coordinated with various departments to ensure smooth workflow and timely completion of tasks.

#### **Supervisor**

**Eclipse Resort & Living Mall Peshawar**

**August 2019 – April 2022**

- Managed daily warehouse operations, including inventory control, order processing, and staff supervision.
- Ensured accurate and timely fulfillment of orders, reducing errors and improving customer satisfaction.
- Implemented efficient storage solutions and optimized space utilization to increase warehouse capacity.
- Trained and supervised warehouse staff, enhancing team performance and operational efficiency.
- Coordinated with procurement and logistics teams to streamline supply chain processes.

#### **Assistant Cum Computer Operator and Supervisor/Communication Officer**

**Fata Development Authority**

**February 2017 – June 2019**

- Supervised administrative operations and data management in a high-stress environment.
- Coordinated communication between government and local communities, facilitating effective information flow.
- Managed records and documentation, ensuring compliance with organizational standards.

## **Sales Supervisor/Sales Promoter**

*General Medicine Market Peshawar*

*June 2012 – March 2014*

- Supervised sales operations, including inventory management and customer service.
- Developed and implemented strategies to achieve sales targets and increase market share.
- Provided training and support to sales staff, improving team performance and customer satisfaction.

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## **Education**

### **Master in Social Sciences (P.S.)**

Bacha Khan University Charsadda, Pakistan

### **Bachelor of Biological Sciences**

Government College Peshawar, Pakistan

### **Higher Secondary School Certificate**

Government College Peshawar, Pakistan

### **Secondary School Certificate**

Board of Intermediate and Secondary Education

### **One-Year Diploma in Information Technology**

Khyber Pakhtunkhwa Board of Technical Education.

### **Additional Courses and Certifications**

- **WHO:** Emerging Respiratory Viruses, including COVID-19
- **University of Leeds:** Collaborative Working in Remote Teams
- **UNICEF:** How to Design a Repair and Maintenance System for Cold Chain Equipment

## **Skills**

<ul style="list-style-type: none"><li>• Data Analysis and Reporting</li><li>• Communication and Coordination</li><li>• Problem-Solving</li><li>• Fluency in Multiple Languages</li></ul>	<ul style="list-style-type: none"><li>• Inventory Control</li><li>• Team Leadership and Training</li><li>• Process Optimization</li><li>• Warehouse Management</li></ul>
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## **Achievements**

- Reduced order fulfillment errors by 20% through improved warehouse procedures and staff training.
- Successfully managed a team of 15 warehouse staff, enhancing overall productivity and operational efficiency.
- Implemented new inventory management systems that increased warehouse capacity by 25%.

## **Professional Development**

- Attended various workshops and training sessions relevant to warehouse management and operational efficiency.
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