



# SYED ALI HAIDER ZAIDI

*Office Assistant*

## About Me

Diligent and detail-oriented Office Assistant with strong organizational, administrative and management skills. Proven ability to efficiently manage administrative tasks, including scheduling, data entry, and document preparation.



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Karachi, Sindh, Pakistan

## LANGUAGE

- English (R,W,S)
- Urdu (R,W,S)

## EXPERTISE / SKILLS

- Organizational Skills
- Creativity
- Time Management
- MS Office
- Multi-tasking
- Attention to detail
- Quality Control
- Team work

## EXPERIENCE

**PAKISTAN NAVY**

**2017-PRESENT**

Karachi - Pakistan

Office Assistant / HR Assistant / Admin Assistant

### **Key Responsibilities:**

- Organize and maintain physical and digital files, ensuring easy retrieval of information.
- Accurately input and update data into databases, spreadsheets, and other records.
- Prioritize and manage multiple tasks efficiently, ensuring deadlines are met and goals are achieved.
- Drafting official letters and memos.
- Maintain accurate and up-to-date employee records.
- Assist in tracking employee training and development activities.
- Create and maintain comprehensive records of quality control activities.
- Provide support during internal and external quality audits.

### **Achievements:**

- Assisted with internal audits by preparing and organizing documentation, contributing to zero non-compliance findings.
- Maintained confidential employee records for 50+ staff in accordance with data protection laws and government HR policies.
- Played a key role in digitizing paper records, reducing retrieval time by 50% and supporting sustainability goals.

## EDUCATION / QUALIFICATION

**VIRTUAL UNIVERSITY OF PAKISTAN**

Associate Degree in Business Administration  
2023

**GOVT DEGREE SCIENCE COLLEGE MALIR CANTT**

Intermediate in Pre-Engineering  
2014

**HASAN ACEDEMY SECONDARY SCHOOL**

Matriculation in Computer Science  
2012