

Curriculum Vitae
Admin Assistant
&
Data Entry Operator

Muhammad Hamza
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Professional Summary

- 3+ Admin Assistant Experience of Dubai.
- 6+ Data Entry & Admin Assistant Experience of Pakistan.
- Having Valid UAE driving license Motor Bike (can drive in UAE according to RTA)
- Knows Arabic, English, Urdu & Hindi

Experienced administrative professional with a strong background in sales support. Skilled in managing multiple projects, coordinating schedules, and providing exceptional customer service. Proven ability to work independently and as part of a team, while ensuring deadlines are met and objectives are achieved.

Dubai Experience (Dec 2020 to Till)

Organization
Position
Field Of Work

Dulsco LLC
Admin Assistant

Manage executive calendars, scheduling appointments, and coordinating meetings.
Assist in the preparation of reports, presentations, and other documents.
Handle incoming calls and emails, responding to inquiries and forwarding messages as Appropriate.
Recess expense reports and travel arrangements for executives.
Maintain confidential records and files.
Expending on the organization, you may be required to interact with clients or customers, Providing assistance and support as needed
You will be responsible for handling confidential information with discretion and ensuring that it is kept secure

Organization
Position
Field Of Work

EJLAL Technical Service
Admin Assistant & Pre Sales

You may be responsible for providing administrative support to the sales team, such as scheduling appointments, answering phones, and responding to emails.
You may be responsible for creating and formatting proposals and quotes, working closely with the sales team to ensure accuracy and completeness.
You may assist the sales team with tasks such as market research, competitive analysis, and preparing sales presentations
You may build and maintain relationships with customers, prospects, and other stakeholders to ensure continued business success
Overall, as an admin assistant and pre-sales professional, you will play an important role in supporting the sales team and helping to drive business growth.

Pakistan Experience (JAN 2012 to Feb 2019)

Organization**Position****Field Of Work****Baloch Online Facilitation Center****Data Entry Clerk**

Enter data from source documents into computer system accurately and efficiently.

Verify data by reviewing, correcting, and deleting unnecessary information.

Maintain data entry requirements by following data program techniques and procedures.

Respond to data-related inquiries by following up with appropriate departments.

Organization**Position****Telenor Telecommunications company****Brand Embaster**

Involves creating and placing ads in various such as newspapers, magazines, online platforms, and outdoor billboards.

is the practice of building and maintaining relationships with the public and media to promote a positive image of the brand.

Influencer marketing involves collaborating with influential people in a particular niche or industry to promote the brand or product.

Sales promotions are short-term tactics designed to increase sales or create excitement around the brand. Examples include discounts, coupons, giveaways, and contests

Job Responsibilities

Job Responsibilities As Admin Assistant & Data Entry Operater

- Answering and directing phone calls and emails: Admin are often responsible for managing incoming communication and routing it to the appropriate individuals or departments.
- Scheduling appointments and meetings.
- Handling customer inquiries
- Coordinating meetings and events
- Managing files and records.
- Ordering and maintaining office supplies
- Processing paperwork and data entry
- Managing files and records
- Assisting with event planning and coordination
- Providing general administrative support
- Coordinating with other departments and teams
- Entering data into computer systems or databases accurately and efficiently
- Reviewing data for errors, inconsistencies, or missing information, and making corrections or updates as needed
- Providing support and assistance to other team members or departments as needed
- Communicating effectively with colleagues, customers, and other stakeholders to ensure that data is accurate, complete, and up-to-date

Educational Qualification

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|--|-------------|
| ➤ Higher Secondary School Certificate H.S.S.C (Arts) | 2014 |
| Board of Intermediate Secondary Education Sargodha Pakistan | |
| ➤ Secondary School Certificate S.S.C (Computer Science) | 2012 |
| Board of Intermediate Secondary Education Sargodha Pakistan | |
| ➤ (DCS) Diploma in Computer Science | 2014 |
| Aibak Computer Academy Sargodha Pakistan | |

Computer Skills

- Adobe Photoshop CS.
- In page-Urdu 2009.
- MS Word.
- MS Excel.
- Ms PowerPoint.
- Coral-Draw.
- Networking Installation.
- Window Installation.
- Computer Software Application Installation
- Computer Hardware Installation.
- Typing Skills

Personal Details:

Name	:	Muhammad Hamza
Father Name	:	Muhammad Mumtaz
Date of Birth	:	12-10-1995
Nationally	:	Pakistani
Passport No.	:	Au6212472
Marital Status	:	Single
Driving License	:	UAE Valid Bike License
Address	:	Villa No 09 Satwa Dubai