

QURBAN ALI ASIM

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CAREER OBJECTIVE

"Results-driven administrative assistant with 3 years of experience seeking a challenging role that leverages my expertise in office management, scheduling, and customer service. I aim to provide exceptional support to senior leadership and teams, ensuring seamless operations and productivity."

WORK EXPERIENCE:

VIVO MOBILES (COASTAL JADE TECHNOLOGY) (PVT) LTD in PAKISTAN.

8th FEB 2021 – 10th MAY 2023

- Scheduling appointments/meetings
- Maintain the monthly, weekly, and daily checklists and its report's.
- Managing Administration work
- Email management (MS Outlook, Gmail)
- Data entry and managements
- Record-keeping and filing
- Correspondence and report writing
- Expense tracking and reporting

PROFESSIONAL QUALIFICATION

Matriculation

- (Science Subject) Faisalabad Board (2015)

DIPLOMA

- Two-year Diploma in Electrical (2018) Technical Training Institute Jhang Punjab (PAKISTAN)

SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Gmail, Drive, Docs, Sheets)
- Scheduling appointments/meetings
- Data entry and management
- Customer service
- Telephone etiquette
- Filing and record-keeping
- Maintain the monthly, weekly, and daily checklists.
- Problem-solving skills
- Good Human Relations skills
- Work well in a team or Alone
- MS Office, Excel.
- Social Media expert And Best researcher

LANGUAGES

- **English**
- **Urdu**
- **Punjabi**
- **Hindi**

HOBBIES

- Badminton (District champion with certificate)
- Travelling

PERSONAL DETAILS

Date of Birth	:	21/Feb/1998
Gender	:	Male
Passport No	:	JC1855302
Civil Status	:	Single
Nationality	:	Pakistani
Visa Status	:	Employment Visa
Ethnicity	:	Muslim