

# Shah Rukh

## Executive Administrative Assistant

With over a decade of experience in senior relationship management, I am an experienced administrative and sales expert. I am adept at building strong client connections, boosting revenue, and leading teams effectively. Additionally, I am skilled at solving problems, improving efficiency, and collaborating for success.



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Dubai, United Arab Emirates

21 May, 1988

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## WORK EXPERIENCE

### Executive Administrative Assistant 501 Central Workshop EME - Ministry Of Defense

03/2019 - 01/2024

Punjab, Pakistan

Electrical & Mechanical Engineering

#### Achievements/Tasks

- Prepares, compiles, and organizes documents
- Transcribes source data into electronic format
- Inputs information from paper to computer files
- Answers and directs phone calls
- Maintains records and generates reports
- Manages travel logistics for senior executives

### Assistant Manager Hyper Star Dolmen Mall

03/2017 - 03/2019

Sindh, Pakistan

Hyper Market

#### Achievements/Tasks

- Works under a retail manager to help advertise the store, supervise salespeople, and monitor inventory.
- Hire and train employees, motivate staff, listen to and address customer complaints, and coordinate store operations.
- Ensures that employees observe the business's schedules and objectives.

### Customer Service Representative Imtiaz Super Market

04/2013 - 12/2016

Sindh, Pakistan

Super Market

#### Achievements/Tasks

- Process orders correspond with customers, and make sure they meet customer requirements.
- Maintain records of customer transactions, interactions, complaints, and comments.
- Communicate and coordinate with colleagues to act on customer service feedback.

### Sales Associate / Cashier Metro Cash & Carry Super Market

02/2008 - 06/2011

Sindh, Pakistan

Super Market

#### Achievements/Tasks

- Helps customers locate products and make purchases.
- Organize the store's appearance, restock items, set up product displays.
- Help with financial transactions by operating cash registers.
- Recommend products to customers and inform them of promotions.
- Scans items to ensure that the quantities and prices are accurate.
- Uses electronics, like cash registers, scales, and scanners.

## SKILLS

Excellent written and Verbal Skills  
Interpersonal Skills  
Communication Skills  
Sales & Business Development Skills  
Customer Service Skills  
Microsoft Office

## EDUCATION

### Bachelor's of Science University of Sindh

01/2007 - 09/2009

Thatta, Hyderabad Sindh Pakistan

## COURSES

### Information Technology Program (11/2006 - 06/2007)

Imran's Communication Centre

- Ms Office (Word, Excel, PowerPoint), Composing eMail, Office Automation System, Oracle Database Software.

## INTERESTS

Photography

Sports

Reading Stories

Social Media