

Shah Rukh

Executive Administrative Assistant

Computer-savvy Executive Administrative Assistant with an attested Graduation degree. Answer and direct phone calls, organize and schedule appointments, write and distribute emails, letters, and forms, Knowledge of office management systems and procedures, Proficiency in MS Office, and Excellent time management skills—strong organizational & communication skills with the ability to multi-task.



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Al Makhtoum Hospital Road Near Baniyas Square Metro Station, 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

Rawalpindi Punjab, Pakistan

Electrical & Mechanical Engineering

Achievements/Tasks

- Prepares, compiles, and sorts documents. Transcribe source data into the required electronic format. Transfers information from paper formats into computer files using a keyboard or optical scanners. Answering and directing phone calls Keeping records *and generating reports*. Manage senior executives' travel logistics and activities, including accommodations, transportation, and meals.

Senior Relationship Officer

Jubilee Life Insurance

03/2017 - 03/2019

Rawalpindi Punjab, Pakistan

Life Insurance Company

Achievements/Tasks

- Provide advice to clients and recommend insurance products. Provide intermediary services between insurance companies and clients. Provide good customer service to maintain and retain clients. Expand customer base. Interview prospective clients to gather data about them. Sales, Encourage customers to complete satisfaction. Cash handling and filling of paper formalities. Closing deals.

Computer Operator

Government of Sindh

04/2013 - 12/2016

Karachi Sindh, Pakistan

Law Enforcement Agency

Achievements/Tasks

- Answer and direct phone calls. Organize and schedule appointments. Plan meetings and take detailed minutes. Write and distribute emails, correspondence memos, letters, faxes, and forms. Assist in the preparation of regularly scheduled reports. Provide administrative and office support. Organize team communications and plan events, both internal and off-site

Admin Assistant Cum Cashier

OK Oil Mills Pvt Ltd

02/2008 - 06/2012

Karachi Sindh, Pakistan

Cooking Oil Plant/ Industry

Achievements/Tasks

- Preparing, organizing and storing information in paper and digital form . Dealing with queries on the phone and by email. Compiling, maintaining and updating company records. Operating office equipment including printers, copiers, fax machines and multimedia instruments. Handling cash transactions collecting payments and giving salaries to the employees.

SKILLS

Excellent written and Verbal Skills

Interpersonal Skills

Communication Skills

Sales & Business Development Skills

Customer Service Skills

EDUCATION

Bachelor's of Science

University of Sindh

01/2007 - 09/2009

Thatta, Hyderabad Sindh Pakistan

Courses

- Physics, Chemistry, Mathematics

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