

Shahrukh Gondal

Data Entry Operator

Handling administrative requests from senior managers. Answer and direct phone calls, Organize and schedule appointments, Write and distribute email, letters and forms, Knowledge of office management systems and procedures, Proficiency in MS Office Excellent time management skills. Strong organizational skills with the ability to multi-task.



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Dubai, United Arab Emirates

21 May, 1988

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WORK EXPERIENCE

Lower Division Clerk / Data Entry Operator 501 Central Workshop EME

03/2019 - 01/2024

Rawalpindi, Pakistan

Electrical & Mechanical Engineering

Achievements/Tasks

- Prepares, compiles, and sorts documents for data entry. Transcribes source data into the required electronic format. Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners. Answering and directing phone calls Keeping records Filing and generating reports.

Contact : Zahid Mansoor - +92342-4207611

Senior Relationship Officer Jubilee Life Insurance

03/2017 - 03/2019

Hasan Abdal, 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 and Business Development. Encourage customers to complete satisfaction. Cash handling and filling of paper formalities.

Contact : Naveed Iqbal - +92316-0502787

Computer Operator Sindh Police Department

04/2013 - 12/2016

Karachi, Pakistan

Law Enforcement Agency

Achievements/Tasks

- Answer and direct phone calls. Organize and schedule appointments. Plan meetings and take detailed minutes. Write and distribute email, correspondence memos, letters, faxes and forms. Assist in the preparation of regularly scheduled reports.

Contact : Ghous Baksh - +92303-2040630

Administrative Clerk / Cashier Ok Oil Mills Pvt Ltd

02/2008 - 06/2012

Dhabeji, 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.

Contact : Muhammad Rizwan - +92333-5897797

SKILLS

Administration

Data Entry

Communication

Problem Solving

Managment

EDUCATION

Bachelor's of Science University of Sindh

02/2007 - 09/2009

Thatta, Sindh Pakistan

Courses

- Physics, Chemistry, Mathematics

Faculty of Science Army Public School & College

01/2004 - 12/2005

Thatta, 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

Listening to music

Computer Gaming