



Sikandar Abbas

Admin Officer

Seeking a challenging growth oriented position in a reputable and progressive organization that offers a challenging and dynamic environment, a stable career path and an opportunity to apply my qualification to the fullest and prove my skills.



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18 March, 2001

SKILLS

- MS Office
- Active Listening Skills
- Customer Service
- Building Customer Loyalty
- Positive Attitude
- Teamwork
- Time Management
- Interpersonal Skills
- Responding to customer reviews
- Developing and documenting knowledge into helpful content

LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

Punjabi

Full Professional Proficiency

Saraiki

Native or Bilingual Proficiency

EDUCATION

BS (ADP) (Computer Science)

University of Central Punjab,

Lahore, Pakistan.

2020 Pakistan

PROFILE SYNOPSIS

- As a self-motivated and highly organized individual, my focus is always to see each project work I undertake to an expected end. I am dedicated to excellence and believe in building my character based on integrity and trust.
- As a result, my ability to relate with people and meet mutual benefits has always been my main goal. A dedicated professional who can bring to business, vast practical work experience, passion towards work, productive and viable ideas, enthusiasm and proven skills.
 - Strong problem solving and analytical skills, flexibility, resourcefulness and the ability to multi-task and work under tight deadlines.
- Recognized as a motivated and goal driven professional with strong work ethics, excellent administrative aptitude and the commitment to offer quality work, combine excellent interpersonal and communication skills with strong
- abilities to work cohesively as part of a multidisciplinary team

WORK EXPERIENCE

Service Officer

SHARAF EXCHANGE LLC, UAE

05/2022 – Present

- Manage transactions with customers using cash.
- Answering questions about a company's products or services.
- Processing orders and transactions.
- Resolving issues and troubleshooting technical problems.
- Delivering information about a company's offerings.
- Providing proactive customer outreach.
- Handling customer complaints.
- Collecting and analyzing customer feedback.

Admin Officer

INTEREST

Reading

Cricket

Travelling

Garrison Grammar School & College

Multan Punjab, Pakistan

11/2020 – 12/2021, Pakistan

Manage all the official works of the school and college.

PERSONAL DETAILS

Marital Status : Married
Passport No : PS1011622
Sponsorship : Valid Visa
Reference : Personal & Professional will be readily
furnished upon request