

SAIFULLAH ABBASI



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📍 IMPZ Lago vista tower

🚀 SKILLS

Office software proficiency (Word, Excel, PowerPoint, Outlook)

Strong organizational and time management abilities.

Attention to detail and accuracy in data entry and record keeping

Filing and record keeping

👤 PERSONAL DETAILS

Date of Birth : 17/09/2002

Marital Status

: Single

Nationality

: Pakistani

Religion : Islam

Passport : UB1018241

Gender : Male

Visa status : Visit Visa (Valid till = 20/10/2023)

🗣️ LANGUAGES

ENGLISH

URDU

🎯 OBJECTIVE

Dedicated office clerk with 2 years of experience seeking a position where I can contribute my organizational skills, attention to detail, and ability to handle administrative tasks efficiently.

💼 EXPERIENCE

Office Clerk

2021 - 2023

Pearl continental

Maintain and update company records, including filing, data entry, and document retrieval.

Answer phone calls and emails, providing information and routing inquiries to appropriate personnel.

Prepare and distribute internal and external communications.

Assist with scheduling appointments and meetings.

Handle incoming and outgoing mail and shipments.

Coordinate office supplies and equipment maintenance.

Collaborate with team members to streamline office processes.

Managed office supplies and inventory.

Assisted in preparing reports and presentations.

Coordinated meetings and conference calls.

🎓 EDUCATION

FSC pre engineering

2022

Read foundation higher secondary school
67%

Matric

2019

Read foundation higher secondary School
73%