



## Contact

### Address

LAHORE, Pakistan

### Phone

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### E-mail

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## Skills

### COMPUTER &

### OTHER SKILLS

- ❖ DIGITAL MARKETING
- ❖ MS Office Management
- ❖ Microsoft Office
- ❖ Microsoft Word
- ❖ Microsoft Excel
- ❖ Microsoft Power Point
- ❖ Interpersonal communications
- ❖ Teamwork
- ❖ Leadership
- ❖ Creativity
- ❖ Time management
- ❖ Problem-solving
- ❖ Communication
- ❖ Attention to detail
- ❖ Interpersonal skills

# ABDULLAH SHAKEEL

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



## Work Experience

### Travel Agent

Jan 2023 – June 2023

- Maintained operational proficiency in coordinating both International and domestic travel accommodations for customers.
- Provided customers with best deals and well- researched travel options, successfully negotiating rates while improving customer satisfaction ratings.

### Senior Data Entry Operator

Jan 2022 – December 2022

Data Entry Operator, Lahore

- Sorted documents and maintained organized filing process.
- Completed data entry tasks with accuracy and efficiency, Organized, sorted, and checked input data against original documents.
- Scanned documents and saved in database to keep records of essential organizational information.

### International Call Center

May 2021 – December 2021

- Call Center Representative, Interpersonal communications
- Researched and answered customer work order status inquiries.
- Excellent Coordinated outside service calls with specific vendors. Self-Motivated
- Maintained and updated records, reports. files and communication information.



## Education

### BBA: Business Administration and Management.

VU. Virtual University – Lahore (**Continued**) June 2021 – Dec 2025

ICOM ACCOUNTS: Accounts Jan 2019 – Dec 2020

Government Shalimar Collage - Lahore, Baghbanpura

Matriculation: Jan 2017 – June 2018

### Computer science

AL Beruni International School - Lahore. Harbanspura.



## **Certifications**

- Fundamental of Digital marketing course from Google Digital Garage certification exam on 28/03/2023 Completed.
- MS Office Management course from Apex Institute for higher Education. GOVT. RECOGNIZED

Course Completion from November 01, 2022

To April 30, 2023



## **Additional Information**

- I have 8 months' experience of Hawk's software Company for selling of phones in USA.
- I have 1 years' experience for data entry operator Digital Estimation Construction Company.
- I have 6 months experience for air ticketing remote job It's a Pass n fly project which we generate passenger boarding Passes and upload in the website.