



abdulazizsoomro6@gmail.com



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Karachi, 73500 Pakisran

EDUCATION

MBA: Human Resources Management
Muhammad Ali Jinnah University Karachi, Karachi, December 2017

Bachelor of Arts: Political Science
Shah Abdul Latif University Khairpur, Khairpur, December 2010

Diploma of Computer And Business Management: Information Technology
Sindh Technical Board Karachi, Karachi, December 2009

LANGUAGES

Sindhi: Native language

English: B1
Intermediate

Urdu: B2
Upper intermediate

Sindhi : C1
Advanced

AZIZ BIN RASHEED SOOMRO

PROFESSIONAL SUMMARY

Experienced Clerk with exceptional typing and data entry abilities and results driven nature. Knowledgeable about logging daily information, researching variances and maintaining thorough records. Accuracy driven, service-oriented and diligent about completing tasks with little supervision.

SKILLS

- Calendar Management
- Juvenile Probation
- Call Transfers
- Process Improvement Initiatives
- Data Tabulation
- Update Records
- Proficient in Type of Technology)
- Surface Work
- Record Sorting and Filing
- Event and Activity Planning
- Mail Processing
- Advanced Excel Spreadsheet Functions
- Document Meetings
- Employee Timesheet Processing

PROFESSIONAL EXPERIENCE

January 2020 - May 2023

Cross Ford Media Pvt Ltd - Data-entry-clerk, Karachi

- Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.
- Interacted with customers by phone, email or in person to provide information.
- Promoted customer loyalty and consistent sales by delivering friendly service and knowledgeable assistance.
- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs.

NEWSPAPER READING, HANGING OUT WITH FAMILY, TRAVELLING, FOOD LOVER

outing with family
reading news paper
food Lover
hanging out with family
travelling