



ALI AKBAR SHAH

OFFICE ASSISTANT

ADMIN MANAGEMENT

CONTACT



0313-3315408



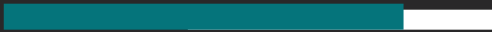
s.aliakbershah@gmail.com



House # C/144 unit # 2 makli
co operative housing society
district thatta

EXPERTISE SKILLS

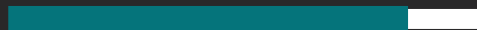
Admin task



IT Skills



Accounts work



LANGUAGE SKILLS

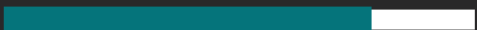
English



Urdu



Sindhi



CERTIFICATION

- Certificate in Information Technology
- Office Automation

ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

WORK EXPERIENCE

2019- Present The City School - Thatta Campus

Office Assistant

- Purchase and sale
- Accounts dealings
- Management Students files
- Managing the admission process for students
- Managing School Events

2017- 2019 The City School - Thatta Campus

CCTV operator

- To Ensure safety and security
- Monitoring and operating the CCTV cameras
- Managing associated alarms and call monitoring
- Maintain accurate records of data recordings

2016 - 2017 Sui Southern Gas Limited

Supervisor

- Maintenance of gas pipelines
- Management of Gas lines

EDUCATION

2013 - 2016 University Of Sindh Jamshoro

Bachelors of Information Technology

2011 - 2012 B.I.S.E Hyderabad

Intermediate

2009 - 2010 B.I.S.E Hyderabad

Matriculation