Asad Baloch

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To leverage over 10 years of extensive experience in administration, seeking a challenging position in a reputed organization where I can apply my skills in office management, team coordination, and operational efficiency. My goal is to contribute to the success of the organization by optimizing administrative processes, improving workflow, and supporting leadership with strong organizational and problem-solving abilities, while continuing to develop professionally and enhance the company’s overall objectives.

# Experience

## November 2013 – Continuing

### Administrative Assistant (Operation)| Sardar Enterprises | Karachi, Pakistan

## • Maintain and update pledge site reports for major banks in Pakistan.

## • Draft emails, letters, and memos, and manage customer accounts and employee records.

## • Communicate with Regional Offices and CAD departments, addressing pledge site issues.

## • Provide desk-side support and coordinate with the IT team for smooth operations.

## • Assist in preparing financial and administrative reports, and reconcile expense reports.

## • Compile and maintain stock reports for pledge sites of major banks.

## • Manage digital and physical records and maintain a computerized database.

## • Work with clearing agents to track consignments and communicate with banks and customers.

## • Oversee IT operations to ensure efficient administrative workflows.

## August 2008 – May 2011

### Data Entry Operator / Inventory Officer| Sputnik Footwear | Karachi, Pakistan

# • Input and maintain computer records, including daily and monthly sales summaries, expense reports, and yearly distribution summaries.

# • Oversee and inspect POS (Point of Sale) systems to ensure accurate data capture and report generation.

# • Troubleshoot and maintain POS software and handle basic computer hardware and software issues.

# • Generate and manage Excel-based reports, such as yearly item reports and supplier payment/account summaries.

# • Compile and update stock reports for various branches, ensuring accurate data entry and timely reporting.

# • Inspect and maintain computer systems across multiple store locations to ensure smooth operation.

## March 2005 – June 2007

### Data Entry Operator /Office Assistant| Hameed Associates | Karachi, Pakistan

# • Handling the limited company affairs [Registered private limited companies & filing the form, Memorandum & Articles].

# • Preparing basic accounts.

# Core Qualifications

• Type 70 words per minute

• Document filing

• Database and client management systems

• Excellent time management skills

• Conflict management

• Decision-making

• Data analytics

• Training and development

• Strong organizational skills

# Education

## Year- 2014

### Bachelor of Commerce | Karachi University | Karachi, Pakistan

Second Division • Good Grades in Business Communication & Principles of Management

## Year- 2005

### Intermediate | Board of Intermediate Education | Karachi, Pakistan

• Good Grades in Accounting

# Profile Summary

* A creative and enthusiastic person with good management background.
* Committed & responsible, with built in leadership/management qualities.
* Much Interested towards the development work.
* Outgoing with strong and effective organizational and communication skills.
* Versatile and learns new tasks/skills quickly and challenging nature to fulfill goals.
* Aspiring for a challenging and responsible position in the field of Business & Finance.
* Excellent English proficiency, written and verbal communication skills.