



MUHAMMAD ALI

Office Boy/ Office Assistant

About Me

Highly motivated and organized office professional with a strong attention to detail and a track record of effectively supporting office operations. Seeking an office position where I can utilize my skills in administrative tasks, office management, and exceptional communication to contribute to the success of the organization.



0317-0223115



bmuhammadali213@gmail.com



F-20 Sachal Goth Near PCSIR lab
Suparco Road Karachi

Language

- Urdu
- English (basic)
- Sindhi

Expertise

- Management Skills
- Creativity
- Negotiation
- Critical Thinking
- Leadership

Experience

Pak Turk Marrif International School and Collages

December 2018 to Feb 2021

Office Management: Proficient in handling administrative tasks, maintaining office supplies, and ensuring a well-organized office environment.

The Alpha School System Karachi

March 2021 to June 2022

Supported office staff by performing diverse tasks, including photocopying, scanning, and data entry.

Education

Graduation

Shah Abdul Latif Univeristy Khairpur
2023...

Intermeidate

Pre-Engeenring
2017-2019

Matricularion

Science
2014-2016

Skills Summary

Electrician	<div style="width: 66%;"></div>	66%
Computer Automation	<div style="width: 62%;"></div>	62%
Photocopy	<div style="width: 83%;"></div>	83%