



UBAID ALI

Virtual Assistant

Objective

Highly skilled and motivated professional seeking a position utilizing my expertise in Microsoft Office suite to contribute to the efficiency and productivity of an organization.



+923138273549



ubaid1403b@gmail.com



Karachi,Sindh,Pakistan

EXPERIENCE

SK Cargo Service, Work as a data entry
Karachi- Pakistan
2015 - 2020

responsibilities:

- operating Microsoft Word, Excel, and Powerpoint
- To provide data entry support to superiors
- To monitor and respond to email communication

Al-Noor
Karachi - Pakistan
2020 - 2023

responsibilities:

- To coordinate backup for the front desk
- operating Microsoft Word, Excel, and Powerpoint
- To provide data entry support to superiors
- To monitor and respond to email communication

LANGUAGE

- English
- Urdu
- Hindi
- Panjabi

EDUCATION

H.M Iqra Academy,karachi
BOARD OF SECONDARY EDUCATION. S.S.C
Examination, Science Group
2012-2014

aptech computer education,karachi
I.T DIPLOMA APTECH COMPUTER EDUCATION.
ADSEI
2014-2017

SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Access, OneNote, Publisher, and Teams.
- Strong understanding of document formatting, creating spreadsheets, designing presentations, managing emails, organizing databases, and note-taking.
- Excellent knowledge of advanced features and functionalities in Microsoft Office applications.
- Ability to troubleshoot and resolve technical issues related to Microsoft Office suite.
- Strong attention to detail and exceptional organizational skills.
- Effective communication and collaboration skills.
- Time management and multitasking abilities.

References:.

Available upon request.