

SYED BILAL MUSHTAQ

CONTACT

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SKILLS

- Attention to Detail
- Decision-Making
- Data Entry
- Teambuilding
- G-Suite
- Organization and Time Management
- Critical Thinking
- Planning and Coordination
- MS Office
- Problem-Solving
- Excellent Communication
- Interpersonal Communication
- Google Workspace

PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

WORK HISTORY

Entry-level-data-entry-clerk, 04/2020 to Current

Fiverr - Kohat, KPK

- Produced high-quality communications for internal and external use.
- Provided friendly service and assistance to clients promote customer loyalty, satisfaction and sales.
- Created reports and developed improvements and enhancements to automate records and file systems.
- Interacted with customers by phone, email or in-person to provide information.
- Verified transactions, product orders and shipping dates and entered information into databases and reports.
- Drafted professional memos, letters and marketing copy to support business objectives and growth.
- Edited documents to keep company materials free of grammar errors.
- Applied data entry knowledge skills to resolve indecipherable or garbled messages.

EDUCATION

DAE Civil Engineering : Building Construction Technology, 08/2017
Unique Institute of Science And Technology - Kohat

Marticultiob : Maths Chemistry Physics Biology, 04/2011
Iqra Public Secondary School Kohat - Kohat