ABDULLAH SHABBIR

SCHEDULING ADMIN

CONTACT

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📍 Lahore, Pakistan

🌐 https://www.upwork.com/freelancers/~01543f63767b4c7f7a

SKILLS

- Strategic Planning
- Problem Solving
- Crisis Management
- Creative Thinking
- Data Analysis
- Brand Development
- Negotiation
- Customer Orientation
- Adaptability to Change

LANGUAGES

- English (Fluent)

PROFILE

Organized and detail-oriented Scheduling Administrator with experience managing complex schedules, resolving conflicts, and coordinating with clients, vendors, and teams. Skilled in streamlining operations, maintaining accurate records, and ensuring timely execution of tasks. Proficient in handling high volumes of scheduling requests while delivering excellent communication and operational efficiency.

WORK EXPERIENCE

Truck Dispatcher   July 2022 - Jan 2023

- Managed and coordinated scheduling to ensure broker and driver schedules aligned efficiently.
- Resolved scheduling conflicts promptly and maintained seamless communication between all stakeholders.

X Build   Jan 2023 - September 2023
Scheduling Coordinator

- Scheduled and organized calls and inspections by liaising with insurance companies on behalf of clients.
- Ensured smooth scheduling operations and maintained detailed appointment logs for accuracy.

Precision Public Adjusting   November 2023 - June 2024
Scheduling Coordinator

- Performed scheduling tasks similar to XBuild, including coordinating inspections and maintaining efficient communication.
- Successfully managed high volumes of scheduling requests, ensuring client satisfaction in a fast-paced environment.

Creation Station Printing   July 2024 - December 2024
Logistics and Scheduling Coordinator

- Oversaw delivery schedules to ensure on-time shipments and cleared logistical bottlenecks.
- Managed product inventory, tracked availability, and coordinated with vendors and customers for smooth operations.

EDUCATION

Bachelor in Computer Science
School of computer science | UMT University