



## SAJID GUL

### OBJECTIVE

To secure a position which enables me to use my writing, organizational, and creative skills to make a positive contribution to the work environment and become an integral part of the company as its administrative assistant.

### EXPERIENCE

- **Elite Services**

2016 - 2017

Office Boy

- Helping the receptionist & other administrative assistants in performing their duties.
- Updating paper work, maintaining documents
- Helping organize & maintain office common areas.
- Preparing coffee & tea for staff & visitor.

- **ABC Corporation**

2018 - 2021

Office Assistant

- Develop a strong understanding of office protocol & procedure.
- Provide administrative support to multiple departments & assisted with the coordination of office activities.
- Assisted with the day- to - day operation of a busy office including, filing, sorting mail drafting correspondence, & other administrative tasks.
- Greeted & directed visitor to the appropriate staff or office & responded to inquires.

- **ABC Corporation**

2021 - 2022

Sale Assistant

- Assisting customer in order to help them find what they need.
- Ensuring stock level are well maintained
- Providing customers with information on pricing & product availability.
- Managed customer inquires, complaints, & requests in a timely & professional manner.

### CONTACT

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📍 Doha, Qatar

### SKILLS

- Good Communication
- Time Managment
- Administrative Skill
- Customer Service
- Problem Solving

### LANGUAGES

- English
- Urdu

## EDUCATION

- **Cecos University of It & Emerging Science**  
*2014*  
Bachelor of Business Administration

## CERTIFICATION

- Office Automation
- Digital Literacy
- Freelancing