



GAMSHAD ABDUL SATTAR

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QatarID: 30058615836 | Pakistani | Ar-Rayyan, Qatar

Professional Summary

Master's graduate in Philosophy with a versatile skill set spanning analytical research, written communication, education, retail operations, inventory management, and hospitality. Proven ability to communicate professionally, adapt to diverse work environments, solve problems efficiently, and build positive relationships with customers, colleagues, and clients. Computer-literate, self-motivated, and equally effective working independently or as part of a team. Ready to contribute with full dedication across administrative, customer-facing, creative, and operational roles.

Education

M.A in Philosophy — University of Karachi (2022–2023)

Graduated with highest honours, recognising academic excellence and strong research abilities.

B.A (Hons) in Philosophy — University of Karachi (2019–2022)

Completed with strong academic performance and communication skills development.

Experience

Content Writer and Research Paper Writer — Freelance

- Produced well-structured essays, articles, and blog posts across academic and professional topics.
- Authored research papers with proper citations, clear methodology, and strong analytical depth.
- Conducted thorough literature reviews and translated complex topics into clear, engaging content.
- Delivered work tailored to client needs, consistently meeting quality standards and deadlines.

Storekeeper — Aiman Plaza Mall, Gwadar (2023-2024)

- Managed stock receiving, storage, and issuing of goods with accurate inventory recordkeeping.
- Organised storage areas and coordinated with suppliers to track deliveries and resolve discrepancies.
- Ensured proper labelling, categorisation, and safe handling of all merchandise.

English Teacher — Dream Academy, Kech

- Delivered structured lessons covering speaking, grammar, writing, and communication skills.
- Assessed student progress, adapted teaching approaches, and maintained positive classroom management.

Sales and Hospitality Assistant — Shahpur Hotel, Turbat Kech

- Received and assisted guests professionally, managed bookings, and handled customer inquiries.
- Promoted hotel services, supported daily operations, and upheld service quality standards.
- Built strong communication, time management, and teamwork skills in a fast-paced environment.

Skills

- Content Writing and Editing
- MS Office and Computer Literacy
- Inventory and Stock Management
- Hospitality and Guest Relations
- Critical Thinking and Problem Solving
- Research and Academic Writing
- Office Administration and Support
- Sales and Customer Service
- Public Relations and Communication
- Teamwork, Leadership and Time Management

Languages

Balochi (Native Language) | English (Fluent) | Urdu (Basic) | Arabic (Basic)

Computer and Technical Skills

Proficient in MS Office (Word, Excel, PowerPoint). Comfortable with internet research, email communication, document formatting, and basic data entry. Capable of using digital tools for content creation, academic writing, and general office tasks.