

# GAMSHAD ABDUL SATTAR

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## Professional Profile

Master's graduate with broad experience across office administration, front desk, guest services, hospitality, retail, inventory management, warehouse operations, event coordination, cashiering, sales, data entry, and content writing. Fluent in English with strong written communication, corporate conduct, and the ability to contribute effectively across service, operational, and administrative environments from day one

## Professional Experience

### Freelance Content Writer and Research Assistant

Self-Employed • Remote

- Produced reports, research papers, articles, and professional documents across academic and commercial subject areas
- Managed client briefs, maintained professional communication, and delivered quality output within agreed deadlines
- Performed internet research, editing, proofreading, and document formatting to professional standards

### Storekeeper • Aiman Plaza Mall, Gwadar • 2023 – 2024

- Managed full stock operations including receiving, storage, labelling, auditing, and issuing of goods
- Applied working knowledge of vehicle spare parts and automotive inventory for accurate stock management
- Maintained inventory records, coordinated with suppliers, and upheld warehouse safety and organisation standards

### English Language Teacher • Dream Academy, Kech

- Delivered structured lessons in grammar, writing, speaking, and professional communication for diverse student groups
- Assessed student progress and adapted teaching methods while maintaining a professional classroom environment

### Sales and Hospitality Assistant • Shahpur Hotel, Turbat Kech

- Managed front desk operations including check-in, reservations, billing, cash handling, and guest assistance
- Handled complaints professionally, promoted hotel services, and maintained high guest satisfaction standards
- Collaborated across housekeeping, food and beverage, and operations teams for seamless service delivery

## Core Competencies

- Office Administration and Coordination
- Front Desk and Reception Management
- Warehouse, Inventory and Stock Control
- Personal Assistant and Executive Support
- Teamwork and Cross-Dept Collaboration
- Customer Service and Client Relations
- Hospitality and Guest Services
- Event Support and Coordination
- Golf and Recreation Operations Support
- Time Management and Deadline Adherence
- Data Entry and Record Management
- Cash Handling and Cashiering
- Sales Support and Retail Operations
- Written and Verbal Business Communication
- Adaptability and Professional Conduct

## Computer and Digital Skills

- MS Word — document creation, report writing, letter drafting and formatting
- MS Excel — data entry, spreadsheets, inventory tracking and record management
- Professional email drafting, inbox management and business correspondence
- MS PowerPoint — presentation design and business briefing materials
- Internet research, digital file management and document archiving
- Data entry, online scheduling tools and remote collaboration platforms

## Education

### Master of Arts in Philosophy • University of Karachi • 2022 – 2023

Graduated with highest honours — advanced analytical thinking, research, and academic writing

### Bachelor of Arts (Hons) in Philosophy • University of Karachi • 2019 – 2022

Developed written communication, logical reasoning, professional presentation, and problem-solving skills

## Languages

Balochi	Native Language	English	Fluent — Professional Working Proficiency
Urdu	Fluent	Arabic	Basic — Conversational