

## SUMMARY

office clerk is an administrative professional responsible for performing various clerical and administrative tasks within an office environment. Their duties typically include tasks such as filing, data entry, managing and organizing documents, answering phones, scheduling appointments, and providing general support to office staff. Office clerks are essential in maintaining the day-to-day operations of an office, ensuring that administrative tasks are completed efficiently and accurately. They may work in various industries and settings, including corporate offices, government agencies, health care facilities, or educational institutions. Strong organizational and communication skills are essential for office clerks to effectively handle their responsibilities and contribute to the smooth functioning of the office.



## Education

09. 2016 - 12. 2017	Board of Technical Education, Karachi	Information Technology
03.2014 - 08.2016	University Of Sindh	Bachelor of Science

## Experiences

- 06. 2022 - Present****Move Falcon Delivery Services UAE****Office Clerk**
- Office clerks are responsible for performing various administrative tasks such as data entry, filing documents, photocopying, scanning, and organizing records.
  - Office clerks often handle incoming and outgoing communications. This includes answering phones, responding to emails, and directing messages to the appropriate staff members.
  - Clerks assist in organizing and scheduling appointments, meetings, and events. They may also be responsible for preparing meeting rooms, arranging travel accommodations.
  - Clerks are often responsible for accurately entering data into computer systems and maintaining databases. This requires attention to detail and the ability to work efficiently with various software programs.
- 12. 2019 - 08. 2020****Khat Al Sikka Transport LLC UAE****Accountant**
- Accountants are responsible for maintaining accurate and up-to-date financial records. This includes recording transactions, preparing financial statements,
  - Accountants prepare financial statements and other documentation for external auditors. They cooperate with auditors during the audit process, addressing queries and providing necessary information
- 08. 2016 - 05. 2019****Hack Public School & College PAK****Administrator**
- Responsible administration is a multifaceted concept that requires a commitment to ethical behavior, accountability, and the well-being of the organization or community being served. By adhering to these principles, administrators can contribute to positive outcomes and build trust with their constituents.

## Skills

- Organizational Skills
- Communication Skills
- Attention to Detail
- Computer Literacy
- Time Management
- Multitasking