

# SYED MASOOD ALI SHAH

Post Applied for:

**ADMINISTRATION**

**FINANCE, SALES, MARKETING**



## CONTACT DETAILS

+971 –58205097 (UAE)

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Dubai, UAE

## PERSONAL DATA

- Name : Syed Masood Ali Shah
- Date of Birth : 01/04/1999
- Sex : Male
- Nationality : Pakistan
- Marital Status : Single
- Visa Status : Own Visa

## PASSPORT DETAILS

- Passport No : BA3342172
- Date of Issue : 03/NOV/2022
- Expiry Date : 02/NOV/2027

## LANGUAGES KNOWN

- English ■ ■ ■ ■ ■
- Urdu ■ ■ ■ ■ ■
- Hindi ■ ■ ■ ■ ■
- Pushto ■ ■ ■ ■ ■

## Objectives:

I would like to join an Organization that is driven to excellence and To obtain a responsible, challenging position and to be able to share, improve and make full use of my knowledge and skills for the growth, betterment and progress of an established organization dynamically.

## Educational Qualification:

- **BACHELOR DEGREE**  
BBA HONS - PAKISTAN (2018-2022)
- Higher Secondary Education- Pakistan

## PERSONAL SKILLS

- MS Office, Email Searching
- Typing skills
- Data Entry Work
- Communication skills
- Banking & Finance
- Sales & Marketing

## Professional Experience :

Company : Askari Bank Ltd Pakistan .  
Designation : Internship  
Location : Mardan,Pak.  
Duration : 6 months

**Data Entry and Scanning Operator: 10/2023 – Current**  
Streamlined document processing for improved efficiency and faster

- measures and routinely calibrating equipment.
- Enhanced scanning accuracy by implementing quality control

• GTS (DEWA), Dubai. Reduced errors in scanned documents through meticulous attention to

- strict data security protocols.
- Maintained confidentiality of sensitive information by adhering to

• turnaround times. detail and thorough review processes.

**Salesman: 08/2022 – 09/2023.Philip Morris LLC–Pakistan**

Developed strategic sales plan for achieving revenue growth and

- Boosted sales by identifying and targeting high-potential leads.
- Cultivated strong relationships, establishing trust and loyalty among
- exceeding targets. clients

## DUTIES AND RESPONSIBILITIES

- Serves customers by selling products and meeting customer needs.
- Work with vendors to order office supplies.
- Provide general accounting support.
- outlet or trade factor.