



SYED JAWIAD ALI SHAH

SUMMARY

Highly organized and detail-oriented Sr. Assistant with 25 years of experience streamlining operations & help to improving office work efficiency. Proven track record of import & export of oil tanker in terminal/depot on SAP system. I have also successfully completed a variety of operation tasks, as well as consumer business and accounts related tasks. I am committed to delivering excellent services and have confident in my ability to contribute to any organization.

EXPERIENCE

SR.ASSTANT

Pakistan State Oil Company Limited
Hyderabad,Sindh, Pakistan

April 1996- April 2021

- Responded to customer concerns, working with manager to significantly raise customer satisfaction ratings.
- Acquired product and service knowledge to provide solutions to customers.
- Directed promotion and brand loyalty efforts to build direct relationships with customers.
- Assisted manager in all aspects of business operations.
- Greeted guests in with friendliness and professionalism.
- Prepared PowerPoint presentations for senior-level staff with attention to detail.
- Managed calendars and coordinated travel arrangements and accommodation for senior- level staff to optimize schedules.
- Collected and nout timesheet dato into automated accounting system and processed labor corrections.
- Monndred and ordered supplies and materials to keep office well stocked.
- Updored dorobase of contacts and resources for company-wide distribution.



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SKILLS

- Experience Of Operation/Consumer Bussiness
- Full Command on Computer (Word, Excel, Power Point etc)
- Full Command on any office & accounts related work
- Administrative Support
- Data Entry
- Relationship Building
- Verbal & written Communication
- File & Record Keeping
- Travel Arrangements

EDUCATION

**BACHELOR OF SCIENCE | PRE
MEDICAL BIOLOGY**

Shah Abdul University- Khaipur
1993

LANGUAGE

English
Sindhi
Urdu