**Abdul Ghafaar Office Assistant**

Village Perochak Tehsil Daska, Sialkot, Pakistan.  
Email: [cooljutt82@gmail.com](mailto:cooljutt82@gmail.com), Ph: +923404431076  
  
**Professional Summary**  
Experienced Office Assistant with over 7 years of associated industry experience; looking for a position with additional regulatory responsibilities and room for growth.   
**Work Experience**  
As Office Assistant in a Private School since January 2014-present.  
**Job Responsibilities**

\* Assist customers with special requests and take orders in person and by phone to accommodate their needs.  
\* Maintain strict worker safety and food safety standards according to industry and regulatory guidelines to reduce injuries and food-borne illnesses.  
\* Track inventory, shipments, and sales to sustain adequate fresh supply of meat products.  
\* Note any waste or spoilage for communication with suppliers and corporate administrative data analysis.  
\* Attend weekly team meetings in meat department and monthly general staff meetings for excellent communication between management and work staff.  
\* Offered advice to customers for quantity and preparation as requested.

**Education and Training**  
Master of Arts in Communication Studies, Bahauddin Zakariya University, 2010.

Bachelor of Arts, University of the Punjab, 2007  
Higher Secondary School Certificate, BISE Gujranwala, 2004.

**Licensure**

Light Vehicle Driving License from Sialkot, Punjab.  
**Skills**  
\* Superior customer service  
\* Leadership abilities as well as comfort as team player  
\* Excellent attention to detail and organizational abilities  
\* Dedication to safety, cleanliness, and technique for quality food products  
\* Able to lift up to 100 pounds  
\* Mature and responsible  
\* Committed to professionalism  
\* Advanced math operational and computation skills  
\* Familiarity with regulatory standard for food and employee safety

**Hobbies and Interests**  
I have serious interests in cooking, in my spare time, I like to run and hang out with my English mastiff.