



MUDASSER HARYANI

About Me

Dedicated professional with a Master's degree and diverse experience in office administration, pharmacy ownership, and customs clearance. Proficient in MS Office, Adobe Suite, and social media

management. Adept at multitasking and problem-solving, with a commitment to excellence and continuous learning.



+92-333-2682747



mudasser.haryani71@gmail.com



Flat 101, Shah Terrace, D
road, street 2, bihar colony
lyari karachi

Language

- English
- Urdu
- Sindhi

Expertise

- Office Administration
- Multitasking
- Team Leadership
- Communication
- Problem-Solving
- Customer Service
- Video Editing
- Information Technology

Experience

Office Incharge, Shaheed Mohtarma Benazir Bhutto Medical College, Lyari Karachi (February 2013 - Present)

- Manage diverse administrative functions across finance, administration, student affairs, pathology, and postgraduate committee.
- Oversee the development of 100+ postgraduate trainees while optimizing office operations.

Pharmacy Owner (4 years)

Successfully owned and managed a pharmacy business, demonstrating proficiency in inventory management, customer service, and regulatory compliance.

Customs Clearance Field (3 years)

Education

Federal Urdu University of Arts & Sciences Master's Degree

Professional Summary

Adaptable professional with a Master's degree and seven years of experience spanning chemistry, customs clearance, and administration. Skilled in MS Office, Adobe Suite, social media, and currently exploring web 3.0 and the metaverse through the Governor Initiative Program

Skills

- MS Office Suite
- Adobe Suite (Photoshop, Canva, Premier, Sony Vegas)
- Social Media Management
- MS Excel
- Web 3.0 & Metaverse Exploration