



# Sikandar Ali Mughal

## My Contact

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📍 Dubai, UAE

## Hard Skill

- Data maintaining
- Microsoft Excel
- Evaluation of data
- Quality assurance

## Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

## Education Background

- University of Gujrat  
*BS-Chemistry (4-Year Degree Program)*  
Completed in 2023
- Govt. Islamia Degree College, Sambrail  
*Intermediate - F.Sc. (Pre-Medical)*  
Completed in 2019
- Govt. Higher Secondary School, Sialkot  
*Matriculation (Science Group)*  
Completed in 2017

## About Me

Dedicated and detail-orient Computer Operator with 2 years of experience. I have been working at Travel Agency to hit the valueable customers for company growth. Additionally, working in watse management company to get experience for good opportunities. Special interest in achieving millennial market and helping with general and strategic planning.

## Professional Experience

Timeair Travel Co. | Computer Operator  
2022 - 2023

Key responsibilities:

- Perform other general functions as required.
- Create new records. Identify, verify and update customer information.
- Interaction with client.
- Consult with the management team to develop long-term planning.
- Suggest budgets and improvements based on the resources to get better conclusions.

Imdaad LLC. | Tecnical Clerk cum Admin  
2023 - Present

Key responsibilities:

- To dispatch the vehicles and staff to perform smooth operation.
- Analyzing the collection of material.
- Maintain the staff record and updated by the resources.
- Analyzed data provided for dispatching.
- Observed staff performance and identified to minimize discrepancy.
- Prepared reports on the above information and reported them.

## Achievements

- Memorized the "Holy Quran"  
Certified as the "Hafiz-e-Quran".
- Certified as 'Computer Operator'.
- IELTS (General Training)  
Approved by British Council.