



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, Sambrial
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 valuable customers for company growth. Additionally, working in waste 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. | Technical 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.