

ABUBAKER YOUNAS

EXPERIENCE

JOJO FOOD COMPANY

JAN 2019 - NOV 2022

DATA ENTRY MANAGEMENT

- Spearheaded comprehensive data entry operations for JoJo Food Company over a one-year period, ensuring meticulous record-keeping and data accuracy.
- Expertly crafted daily reports detailing employee salaries and managed the scheduling of staff holidays for optimal workflow.
- Conducted precise product cost estimations to support financial planning and pricing strategies.
- Compiled detailed reports on high-profit products, contributing to targeted marketing efforts and inventory management.
- Managed the creation and maintenance of financial documents, including comprehensive billing and tax reports for product-related expenses.

AL-MUFEEED COMPANY (LOAMS LUXURY)

JAN 2023 - Present

SECURITY RECEPTIONIST

- Proficient in visitor verification and access control, bolstering lobby security and diminishing incidents by 30%.
- Specialized in contractor coordination for apartment procedures, enhancing operational efficiency.
- Optimized tenant and owner move-in/move-out processes, ensuring a seamless transition.
- Delivered exceptional customer service consistently, achieving a 95% first-contact resolution rate.
- Expertly managed real estate agent apartment viewing protocols, maintaining a professional environment.

Al Mufeed Security

10-Nov-2024 - Still Continue

Patrolling Supervisor

EDUCATION

THE SOFT SOLUTION COLLEGE

2020

INTERMEDIATE FA ENGLISH

GOVT HIGH SCHOOL GUJRANWALA

2017

MATRIC COMPUTER SCIENCE

CONTACT

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SKILLS

MS OFFICE

DATA ENTRY MANAGEMENT

CUSTOMER SERVICE DESK

LANGUAGES

ENGLISH

HINDI

URDU

PUNJABI

PERSONAL DETAILS

Driving Licence : CAR LICENSE NUMBER 3