



AWAIS AMIN

Education

Punjab college (Fsl) | High school |
2019 - 2021
Punjab university | Digital marketing,
graphic designer.

About Me

I am a detail-focused professional skilled in precise transcription and efficient data management, delivering error-free documents and meeting tight deadlines with a commitment to quality and confidentiality.

Expertise Skill

- Leadership
- Social media marketing
- Management skill
- Admin Assistant
- digital marketing
- offline marketing

Contact Me

awaisamin806@gmail.com
+971553921619
Ajman, United Arab
Emirates

Work Experience

● Admin Assistant Kesari Consultancy FZ-LLC Jan-Nov 2024

- **Streamlined Client Coordination:** Efficiently managed client communications, scheduling, and documentation to ensure seamless project delivery.
- **Dynamic Data Management:** Maintained organized records and reports, utilizing advanced tools to enhance data accuracy and accessibility.
- **Proactive Team Support:** Assisted in day-to-day operations by anticipating team needs, and contributing to a better environment.

● Warehouse Admin Ms Max Mall 3 Months

- **Inventory Optimization:** Monitored stock levels, streamlined replenishment processes, and minimized discrepancies to ensure efficient inventory management.
- **Seamless Logistics Coordination:** Oversaw inbound and outbound shipments, liaised with vendors, and ensured timely delivery of goods to meet operational demands.

● Call Centre I Concepts Call Centre 3 Months

- **Customer Experience Expert:** Delivered exceptional service by addressing inquiries, resolving issues, and ensuring customer satisfaction with every interaction.
- **Performance Driver:** Exceeded call handling targets by efficiently managing high call volumes while maintaining quality and professionalism.

● Typing Centre Al Fajar Typing Center 5 Months

- **Inventory Optimization:** Monitored stock levels, streamlined replenishment processes, and minimized discrepancies to ensure efficient inventory management.
- **Seamless Logistics Coordination:** Oversaw inbound and outbound shipments, liaised with vendors, and ensured timely delivery of goods to meet operational demands.