

# Barkat Ali

## Profile

I am a qualified and professional Administrative Assistant with five years of experience in a administration and Operation. Strong creative and analytical skills. Team player with an eye for detail.

## Work Experience

2018 - 2023

Shell Pakistan

### BLENDING FLOOR OPERATOR

Experienced Blending Floor Operator with 6 years in the [industry, e.g., manufacturing, chemical, food & beverage] sector. Skilled in operating blending machinery, managing raw material inputs, and ensuring precise formulation of products.

2014 - 2016

University of Sindh Campus

### Administrative Assistant

- Strong ability to manage multiple tasks, prioritize responsibilities, and maintain an orderly work environment.
- Managing Office Expenses And Petty Cash Monitoring Purchase.

2012 - 2014

University of Sindh Jamshoro

### data entry operator

A Data Entry Operator is responsible for inputting, updating, and managing data in computer systems and databases. This role is crucial for maintaining accurate and up-to-date information, which supports various business operations and decision-making processes.

## Reference

Available On Demand

## Contact

narejomirali@gmail.com

+923110031251  
+923322767287

House No C-33 Phase II  
SUECHS Jamshoro

Flate No-1 Ground floor Sahib  
Khan Residency Near  
Punawala Apartment  
Keamari Karachi

## Education

- **BISE HYDERABAD**  
*Metriculation*  
2008 - 2009
- **BISE HYDERABAD**  
*ntermediate*  
2010 - 2011
- **University Of Sindh Jamshoro**  
*Bachlore Of Public Administration*  
Completed in 2016

## Skill

- Management Skills
- Negotiation
- Critical Thinking
- Communication Skills
- Video Editing And Giraphic Desinging

## Awards

Oct 2023 | Shell Pakistan

**The Best Employee of the Year**