



ABEER SABIR

About Me

Highly organized and detail-oriented Office Clerk with a proven track record of efficiently handling administrative tasks. Proficient in data entry, filing, and maintaining records. Excellent communication and interpersonal skills, fostering a collaborative work environment. Skilled in utilizing office software to optimize workflow and enhance productivity. A dedicated team player committed to delivering accurate and timely results. Eager to contribute my expertise to support the smooth functioning of the office.



03120571935 & 0302503510



abeermughal274@gmail.com



House # SN-1155, Dhok Bostan,
Model Colony Rawalpindi

LANGUAGE

- English
- Urdu

EXPERTISE

- MS Office
- Punctual
- Communication
- Customer Dealing
- Computer Skills
- Time-management
- Data Entry
- Administration

EXPERIENCE

Office Assistant

Ibex Ltd

2021 - 2023

- Handling incoming calls and other communications.
- Managing filing system.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.

L.D.C Lower Division Clerk

International Public School

2019 to 2020

- Manage and validate delivery slips and work orders.
- Manage deliver and reception of merchandise.
- Prepare correspondence, reports, and presentations

Office Clerk

Rabi Enterprises

2018 - 2019

- Maintain files and records so they remain updated and easily accessible.
- Answer the phone to take messages or redirect calls to appropriate colleagues.
- Packaging and shipping company materials

EDUCATION

Allama Iqbal Open University

Intermediate