

ASAD ULLAH

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PROFILE SUMMARY

Customer-focused administrative professional with strong experience in documentation, visa services, Emirates ID processing, and daily client handling. Skilled in accuracy, communication, and working under pressure.

EDUCATION

- Diploma in Information & Technology – Union English & Computer Academy (2023, Grade: B)
- High Secondary(Pre-Medical) Wisdom Institute of Science & Technology (2022)

CORE SKILLS

- Customer Service
- Visa/ID Processing
- Documentation & Data Entry
- Microsoft Office
- Fast Typing
- Teamwork
- Multitasking.
- Multilingual
- Problem Solving

LANGUAGES

- English – Fluent
- Urdu – Fluent
- Pashto – Fluent
- Arabic – Basic

CV (Curriculum Vitae)

نصابی زندگی

Creative and Critical

Career Objective:

My career goal is to be helpful for my family, myself, and the company I work for. I am committed to continuous growth, discipline, and the improvement of any organization I work with. I possess strong analytical, coaching, and management abilities. I believe in taking ownership of my responsibilities and going beyond expectations to ensure that my work directly contributes to the company's objectives, efficiency, and long-term growth.

PROFESSIONAL EXPERIENCE

- Typing Center Agent / Documentation Support – Peer Saab Typing Center (2024 – Present)
 - Process visa applications, Emirates ID renewals, labor services, and government documents.
 - Guide customers through procedures clearly to reduce delays.
 - Maintain organized documentation and verify information.
 - Handle 50+ customer interactions daily.
- Junior Supervisor – HAZAR Fruits & Vegetables Mart (Jun -2020 – December -2021)

OTHER EXPERTISE IN PAK

- Handled receiving, dispatching, and documentation.
- Managed inventory checks and customer inquiries.
- Supported workflow and accuracy in operations.
- Teacher – Lofty Education School, (2021 – 2022)
- - Taught computer fundamentals and supported digital assignments.
- Shop Assistant – Motorcycle Spare Parts Business (2020 – 2022)
 - Managed daily sales, stock, customer service, and book keeping.

Reference: Available upon request

DECLARATION :

I hereby declare that all information provided is true to the best of my knowledge.