

RAJA TALHA ALI

OFFICE ASSISTANT

CONTACT

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- Rawalpindi

PROFILE SUMMARY

I am a highly organized individual with a proven ability to manage administrative tasks, support daily office operations, and ensure efficient workflow. Skilled in computer, scheduling, document management, and optimization, with a keen attention to detail and commitment to maintaining a productive work environment. Also, have the ability to manage multiple priorities with accuracy and professionalism.

EDUCATION

2017 - 2021

BAHRIA UNIVERSITY

- Bachelor's of Science in Information Technology
- CGPA: 3.04 / 4.00
- Islamabad Campus

SKILLS

- Communication
- Troubleshooting
- Keyboarding Skills
- Analytical
- Documentation
- Presentation
- Office 365
- Hardware/Software

LANGUAGES

- English: Fluent
- Urdu: Native
- Punjabi: Fluent

AWARDS

- Certificate of Appreciation (Bahria University)
- Certificate of Appreciation (Bahria University)
- Certificate of Excellence (Community Support Program)

WORK EXPERIENCE

OFFICE ASSISTANT

2022 - PRESENT

Pakistan International Airlines

- Working as an ADHOC Employee since 2022, my responsibilities in this role have included aiding the GM and DGM in catalog upkeep. Employs electronic mail, telephone communications, and meetings to communicate with stakeholders, thus ensuring the uninterrupted progression of operational activities. I am well-equipped to optimize the assigned task owing to my hands-on experience of almost four years in Office 365. Proficiency in communication and maintenance of records.

E-COMMERCE ASSISTANT

2020 - 2022

Telemall Corporation PVT LTD

- Experience working on various platforms, including Amazon, Noon, and OnBuy along with IT Assitnace. Also worked as an IT assistant in the same organization besides being an E-Commerce Assistant. Installation of Software's, Windows, Troubleshooting, Resolved internet related issues, Configuration of VPN (Virtual Private Network) Routers, Bio-metric machine configuration, & other issues that relates an IT sector. Analyzed sales data, configured products, and met sales goals. Ensured customer satisfaction by checking outgoing documents, creating shipping and invoicing documents, handling complaints, and double-checking orders to prevent delays and errors. Met or exceeded sales goals and worked as a team player.

SERVICE ADVISOR

2016 - 2017

Toyota Rawal Motors PVT LTD

- The job involves preparing repair orders for vehicles, verifying them, informing customers about ongoing campaigns, and assisting them with scheduling and slot availability