

ABDUL BASIT TUNIO

KARACHI SINDH PAKISTAN

03053331526

➤ OBJECTIVE:

Seeking a Challenging position in an esteemed Organization that not only utilized my present Skills but also offers such as environment that improves my existing Skills.

➤ EDUCATION:

Board of Secondary Education Sukkur

Matriculation (Science Group) in 2016

Board of Secondary Education Sukkur

Intermediate (Pre Medical Group) in 2018

Shah Abdul Latif University Khairpur

B.com 2024

➤ EXPERIENCE

Assistant Manager-operation

- Pacific security service (pvt) ltd, Karachi, Pakistan
- Dec 2025 - Present
- Contact with client and resolve their issue
- And When received email.
- Promptly reply to concerned client.
- Renewal all weapons licenses.
- Maintain all weapon record.
- Conduct police verification through EVS
- System provided by IGP Sindh police.
- Prepare invoices for client on monthly basis
- After receive attendance from supervisor
- Inventory Management.
- Documents verification, checking and Management.
- Sap fieldglass, Rfx, Fbr Iris.

● Assistant Admin

- Efu Life Assurance Ltd, Karachi, Pakistan
- Sep 2021 - Aug 2022
- Data entry, documents management, lodging
- Complains to K.E, SUI and other govt
- Agencies, Housekeeping, track inventory and
- Report discrepancies to management.

➤ SKILL

- ❖ Warehouse Assistance Inventory Management
- ❖ Logistics Reporting Team Management
- ❖ Administrative Assistance

CERTIFICATE

- Tally Erp 9

Accountech training & solution
(udemy) 2026

- Advance Excel

Accountech training & solution
(udemy) 2025

- Technical analysis

Pakistan Stock Exchange 2025

- Social Media Marketing

Hp Life