

# SHOAIB AUON JAFRI

s/o MUHAMMAD ASHRAF



## Contact

**Address:**

CHAK # 103 S/B TEHSIL &  
DISTRICT, SARGODHA.

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## Languages

Punjabi – Mother Language  
Urdu –  
English –  
Hindi –

## Certifications

Digital Marketing

## Summary

Assalam o Alaikm,

I am Shoaib Auon Jafri working as Branch Manager since 31 Aug 2018 . started working as Data Entry Operator from Feb 2016 , By the Grace of Almighty Allah gradually promoted and now working as a Branch Manager in the same Organization

I want To work with full devotion and dedication in highly professional and challenging environment, where I can use my professional experience and managerial skills and abilities to do my best in an organization where I can prove myself.

## Skill Highlights

- Branch Operation Management
- Strong decision maker
- Complex problem solver
- Hard Worker
- Innovative
- Service-focused
- Team Leader

## Experience

**Data Entry Operator** – FEB-2016 to AUG-2018

**SAMEEL PHARMACEUTICALS (PVT) LTD, SARGODHA**

- Making all kinds of Sale and Purchases entries
- Handling phone calls and solve quires.
- Work with senior manager to manage large, complex issues market.
- Making all kind of sales reports (Ms excel and pdf)
- Emailing all kind of reports

**Branch Manager** – AUG-2018 TO till date

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## Education

**Bachelors in Commerce** (Accounting) from University Of Central Punjab