

UROOSA ATIQUE

Executive Officer Operations



ABOUT ME

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Address: Airport, Karachi, Pakistan

Phone: +92 331-3973856

Email: Uroosa.atique123@gmail.com

LinkedIn: <https://www.linkedin.com/in/uroosa-shah-5860951aa>

TECHNICAL COURSES

- English Language
- Microsoft Office
- Computer Networking

PROFESSIONAL SKILLS

- Team Management
- Negotiation
- Communication
- Customer Services
- Time Management

LANGUAGES

- English
- Urdu

PERSONAL DETAILS

Father's Name: Muhammad Atique

Date of Birth: August 29, 1992

N.I.C: 42501-6911132-8

Religion: Islam

Marital Status: Single

Nationality: Pakistani

REFERENCE

Would be provided on Demand

WORK EXPERIENCE

FALCON-I TRACKING PVT LTD

Jun 2015 - Jan 2020

Executive Officer Operations

- Coordinate with banks for tracker installations and scheduling technicians for new installation and transfer of tracker.
- Updating purchase orders in CRM and issuance of certificates after task completion.
- Resolution of data updating and Complaints and answering Inbound calls.
- Reporting to the Chief Operating Officer about company processes and procedures.
- Developing company policies and ensuring compliance.
- Improving business functionality to align with core business objectives.
- Planning and managing projects and contributing to product innovation.
- Tracking operational costs toward maintaining profit margins.
- Promoting efficiency by implementing improved operational procedures.
- Analysing and maintaining operational data, and monitoring product inventories.
- Monitoring adherence to policies and processes throughout the company.
- Overseeing human resources development policies, training, and performance reviews.

EDUCATION

Bachelor of Commerce
University of Karachi

2013 - 2017