



# Sada Hussain Shah

## Junior Computer Operator (BS-15)

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Margalla View, Islamabad, Pakistan

## Summary

Experienced in content writing, seo-friendly and plagiarism-free content, article writing, content creation, data entry, customer service, and administrative skills, with strong problem-solving skills and proficiency in MS Office. Demonstrated ability to manage schedules, handle queries, and maintain accurate records efficiently. Seeking to leverage my skills and experience as a Content Writer to support and grow with a dynamic team.

## Skills

WordPress - Web Development | WordPress - Installation and Management | SEO Article Writing | Plagiarism-free content | MS Office | Hands-on Problem Solving | Fluent in English | Data Entry | Customer Service Solutions | Customer Service Skills | Customer Service | Content Writing Skills | Communication Skills | Client Issue Resolution | Bookkeeping Management

## Experience

Apr 2017 - Present

### Junior Computer Operator (BS-15)

Pakistan Council for Science and Technology, Islamabad, Islamabad, Pakistan

Posted in different sections over past 8 years,

Mostly posted as Personal Assistant to Grade-22 and Grade-18 Officers dealing with writing letters and official correspondence including preparation of booklets and administrative tasks.

Feb 2016 - Apr 2017

### Lower Division Clerk (BS-09)

Directorate General of Immigration and Passports, Islamabad, Pakistan

1. Data entry, printing, quality check, and finalization of passports.
2. performing data entry on the Pakistan Passport System

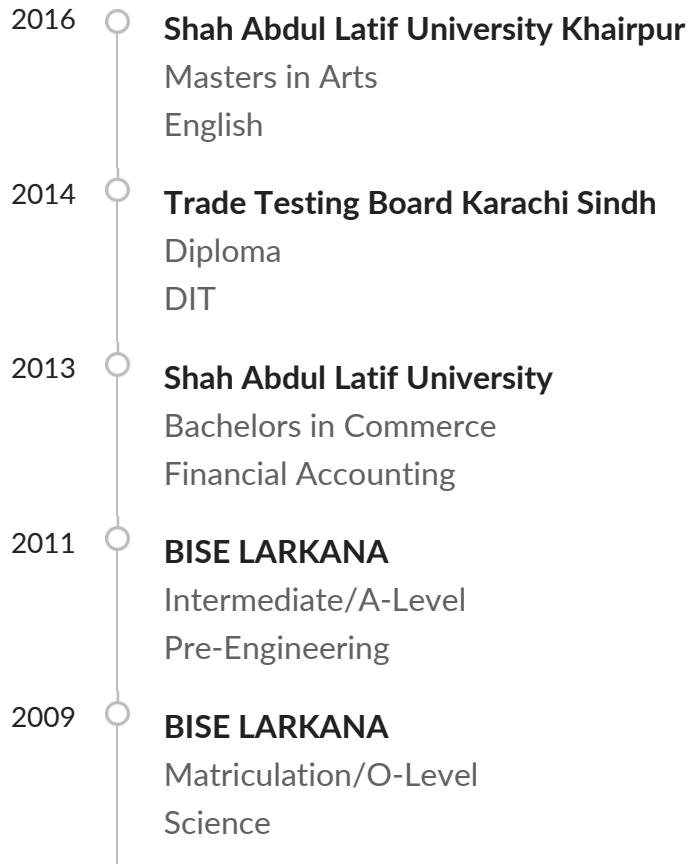
Mar 2013 - Sep 2015

### Content Writer

ArpurTech, Shikarpur, Pakistan

As a Content Associate at ArpurTech, there were many things to learn and build creative and professional abilities. From processing and adding coupons to writing descriptions and articles, everything contains new lessons to learn and enhance professional skills. I perform various tasks here, sometimes as a researcher and a bit of a computer troubleshooter, mostly as a Content Writer. I have the best skills to research on any topic especially on the internet.

## Education



## Projects

### Top 10 Reasons to Self-Publishing Your Book

<http://book-self-publishing-benefits.blogspot.com/2015/12/since-inception-of-publishingindustry.html>

A written piece about self-publishing of book.

## Languages

**Sindhi**  
Intermediate

**Urdu**  
Intermediate

**English**  
Intermediate