





KAIF AMIN


About Me

Motivated BS Economics graduate with practical experience as an office clerk in the sugar industry. Skilled in Microsoft Excel, report writing, and office administration. Strong analytical and organizational abilities with a commitment to accuracy and efficiency. Seeking an opportunity to contribute to administrative or data-related roles while continuing to develop professional expertise.

Contact

 +973-3723-0392

 kaifamin263@gmail.com

 Manama Bahrain

Skills

- Microsoft Excel (reporting, data entry, basic formulas)

MS Word & PowerPoint

Report Writing

Basic Accounting Knowledge

Communication & Teamwork

- Time Management

Language

- English (Good)
- HINDI (Fluent)
- Urdu (Fluent)

Education

- **(2018-2020)**
GOVERNMENT COLLEGE DIJKOT
I.COM

- **(2020 -2024)**
GC UNIVERSITY FAISALABAD
Bachelor In Science
(Economics)

Experience

**Office Clerk – [Hunza Sugar Mills],
[Khurrianwala Faisalabad, Pakistan]
[2024] – [2025]**

- **Prepared and maintained reports using Microsoft Excel.**
- **Managed office documentation and data entry.**
- **Assisted in day-to-day administrative tasks.**
- **Coordinated with team for smooth office operations.**