**JOBS TITLES / AREAS OF INTEREST**

ay Roll Administration Clerk / Computer & Data Entry Operator

Office Assistant / Account Assistant / Assistant Export Officer

Inventory Control Assistant / Ware House Store Keeper / Time Keeper.

**Bachelor of Commerce**

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Marital Status** | **:** | Married |
| **Nationality** | **:** | Pakistan |
| **Date of Birth** | **:** | 27-09-1981 |
| **Languages** | **:** | English, Urdu and Punjabi |

**CAREER OBJECTIVE**

“To obtain a meaningful and challenging position that enables me for further advancement.”

**PROFESSIONAL QUALIFICATION & EXTRA SKILLS**

|  |  |
| --- | --- |
| **2015** | **B.Com (Bachelor of Commerce)** |
|  | AIOU (Allama Iqbal Open University of Pakistan) |
| **2008** | **3 Months Diploma of Accountant** |
|  | (Peachtree / Tally / Quick Book / Sage Line 50 / Excel Spread Sheet) |
| **2002** | **6 Months Diploma in Computer Application** (Office Management) |
|  | **(**MS-Word / MS-Excel / MS-Corel Draw / MS-Dos) |
| **2000** | **Intermediate of Commerce** |
|  | BISE Lahore. |
| **1998** | **Matriculation of Science** |
|  | BISE Lahore. |

**PROFESSIONAL EXPERIENCE**

**Jul 2008 – Jan 2016** **Pay Roll Administration Clerk / Computer Operator**

ICL - Ittehad Chemical Pvt. Ltd. (Largest Chemi group of Pakistan)

**Nov 2007 – Jul 2008** **Assistant Account cum Export Assistant Officer**

BATO Carpets Mfg Company. (International Carpet Exporters of Pakistan)

**Sep 2007 – May 2008** **Assistant Account cum Stock Assistant (On Part Time Basis)**

Pak Shahi Foods Company Lahore Regd. (Dry Fruit Supplier of Pakistan)

**Feb 2005 – Nov 2007** **Computer Operator**

TS-Developers Real Estate Company (Model Town Society of Gawader Pakistan)

**Aug 2004 – Feb 2005** **Computer Operator**

Maqsood Surveyor & Company (vehicle insurance claim company)

**Aug 2003 – Aug 2004** **QC - Inspector**

Remington Pharmaceutical Industry of Pakistan

**DETAIL OF PROFESSIONAL EXPERIENCE**

**SKILL USED & JOBS RESPONSIBILITIES**

I have about **13-YEARS** professional experience in following various companies.

|  |  |  |  |
| --- | --- | --- | --- |
| **Chemical Industry** | | | **ICL - Chemical Pvt. Ltd** |
|  | **(Pakistan)** |  | **8-YEARS (Jul 2008 – Jan 2016)** |

**Pay Roll Administration Clerk cum Computer Operator**

**Skill Used:** (Ms-Word / Ms-Excel / Ms-Access Database / Ms-Outlook)

**Job Responsibilities**

* Preparing monthly salary deduction and reimbursement by using Company Access database.
* Preparing monthly & annual overtime percentage reports.
* Preparing attendance reports for the purpose of annual 5% or other bonus.
* Update the Record (Staff leave, timekeeping /late-in, early-out)
* Update the Record (Staff resigned/Increment/Promotion)
* Update the Record (Actual trainee or Internee hiring)
* Salary distribute to temporary or daily wages employee with cashier.
* Time keeping leave maintenance & Monthly replaced the old record manually.
* Filing/Record Keeping according to the financial year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Export Company** | | | **Carpets Mfg. Company** |
|  | **(Pakistan)** |  | **1-YEAR (Nov 2007 – Jul 2008)** |

**Assistant Account cum Export Assistant Officer**

**Skill Used:** (Ms-Word /Ms-Excel / Ms-Outlook/ Foxpro )

**Job Responsibilities**

* Preparing export claim documents.
* Preparing insurance claim documents.
* Preparing rebate claim documents.
* Preparing monthly carpet sampling report.
* Maintain the vendor or customer’s ledger.
* Maintain the Day book & Pass Book.
* Maintain Carpet Stock in company software (Foxpro).
* Inventory control different type of carpet stock according to the client requirements.
* Filing / Record Keeping & Monthly replaced the old record manually.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Manufacturing Company** | | | **Dry Fruits Company Lahore Regd.** | **( ON PART TIME BASIS )** |
|  | **(Pakistan)** |  | **1-YEAR (Sep 2007 – May 2008)** |  |

**Assistant Account cum Stock Assistant**

**Skill Used:** (Ms-Word / Ms-Excel)

**Job Responsibilities**

* Warehouse store keeping.
* Maintain Inward & Inward Return or Outward & Outward Return Gate Pass or Ledger.
* Update the Management about (Accounts Payable & Accounts Receivable).
* Update the vendor or customer’s ledger.
* Update the Petty Cash book on daily basis.
* Maintain Cash Book & Pass Book.
* Prepared and finalize monthly or annual final Reports.

|  |  |  |  |
| --- | --- | --- | --- |
| **Real Estate Company** | | | **TS-Developer Society of Model Town Gawader.** |
|  | **(Pakistan)** |  | **3-YEARS (Feb 2005 – Nov 2007)** |

**Computer Operator**

**Skill Used:** (Ms-Word / Ms-Excel /Ms-Corel Draw/ Ms-Outlook)

**Job Responsibilities**

* Preparing Client Plot file.
* Preparing and maintain all detail of plot / sale & resale or client record.
* Preparing Real Estate (Token, Rent, Affidavit, Agreement etc.) documents.
* Maintain Cash Book & Pass Book.
* Maintain the personal files of each client (Total Plots or Remaining Installments)
* Filing / Record Keeping.

|  |  |  |  |
| --- | --- | --- | --- |
| **Insurance Company** | | | Company (Vehicle Insurance Claim Company) |
|  | **(Pakistan)** |  | **1-YEAR (Aug 2004 – Feb 2005)** |

**Computer Operator**

**Skill Used:** (Ms-Word / Ms-Outlook)

**Job Responsibilities**

* After Photographer or inspector Inspection preparing Insurance claim documents.
* Forward related document to insurance claim companies or vehicle workshops.
* Filing / Record Keeping.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pharmaceutical Industry** | | |  | **Pharmaceutical Industry** |
|  | **(Pakistan)** |  | | **1-YEAR (Aug 2003 – Aug 2004)** |
|  |  |  |  | **QC-Inspector** |
|  | **Job Responsibilities** | | |  |

* Inspection/Sampling of various drop, sear-up, tablet section for quality checking.
* After inspection/sampling preparing report or forward the report or samples to senor pharmacist.
* Also checking packing material or packing section for purpose of quality material.
* Filing / Record Keeping and Monthly closing inspection or Sampling reports.

**PROFESSIONAL COMPETENCIES AND SKILLS**

* Proficient in MS office.
* Also use (Paint, Adobe photo shop)
* 35 to 50 Words Typing Speed Per /Mint.
* Windows XP, Vista, Seven to Ten.
* Windows and Drivers Installation.
* Honest, Loyal & Hard worker.
* Innovative & creative minded.
* Filing / Record Keeping.

**ACTIVITIES AND HOBBIES**

* Reading Books.
* Net Surfing.
* Daily News.

**First Name of Application CV No:** **1655892**

Whatsapp Mobile: +971504753686

