**CAREER OBJECTIVE**

I need a good environment organization where I can prove my skills,ability as well You will find me always regular,punctual,hardworking, dedicated and responsible and ready to take challenges.

**QUALIFICATION**

# Inter in Pre-Medical.

# B.Sc ini Microbial ( waiting for result ).

# 6 Months course of Computerized Banking Accounting

# 6 Months of Computer Graphics

**EXPERIENCE**

(1) 05 Years as “Data Entry Officeer" in "Karachi Couriers Centre"

(2) 02 Years as "Fueling Coordinator" in "Formulaone Automobile managment services "

(3) 02 Years as a “Production Officer” in “BP FOOD INDS"

**RESPONSIBILITIES**

(1) Data feeding and all major reports handling

(2) Internet Emailing Procedures

(3) Attendence Sheet and Working Schedule

(4) Daily Consumptions Reports

(5) Finished Goods.

M.S words and M.S Excels Good Skills, Typing speed 40 WPM.

With extra techniques in prodution process.

All kinds of computerized reports Handling.

ISO- 9001-2200

HACCP ( Food Saftey And Storage ).

**First Name of Application CV No:** **1667982**

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