**OBJECTIVE** *Looking for a suitable position in your esteemed organization*

*to meet day today challenges as well as future challenges of the company…*

**WORKING EXPERIENCE:**

1. I am associated with working as a **Data Entry Operator** since **2nd November 2015.**

I have been offering my services including

* Preparing Job cards of vehicle repairing in Ms Dynamics.
* Update it in system and software of Advance Accounting.
* Maintain the records and tracings.
* Proceed it to the upper management and get it signed and closed. Finally place it for the invoicing.
* Making Daily vehicle break down report.

2. I was associated with working as an **HR Assistant** since **1st November 2012** till **30th September 2015**.

I had been offering my services including

* Preparing and issuing employment contracts to new employees and their personal file.
* Making sure that all employee records are accurate and well maintained.
* Compiling the data about employees worked hours, contributions and also timesheets.
* Involved in the performance review of staff.
* Assisting with the recruitment and selection process.
* Reading all correspondence including inquiry letters, job applications and CVs that are sent in.
* Present when disciplinary hearings are held

**PROFESSIONALQULIFICATION: BSPA (Major Human Resources)**

*Bachelor studies of Public Administration fromKarachi University, 2012*

**PERSONAL INFORMATION:**

* Date of Birth : 6 April 1987
* Religion : Islam (Sunni)
* Marital status : Married
* Nationality : Pakistani

**COMPUTER SKILLS:**

* Good command on MS Excel, Word & PowerPoint.
* Familiar with MS Dynamics.
* Familiar with Advanced Accounting.
* Having middle command in windows Server 2012 R2
* Active Directory Configuration for Infrastructure with Domain.
* Clients Restrictions.

**INTEREST:**

* Having great interest in **IT infrastructure**.

**COMMUNICATIONSKILLS:** Fluent in spoken and written English

**First Name of Application CV No: 1672140**

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