**OBJECTIVE**

To obtain a position in an organization where I can personally groom myself and use my knowledge and skills to address various challenges towards the growth of organization.

**JOB EXPERIENCE**

* Worked as a Basic Logistic Controller at **Hertz ( Rental Company )**  ( 2013 May to 2014 April )

**JOB RESPONSIBILITIES:-**

* + - Maintain sheet for mobile data
		- Maintain Customer Detail
		- Maintain Cars Detail (Owner portfolio, petrol, schedule, oil change).
		- Drivers Detail on different sheets (Driving License, Driver Attendance and Assign Car).
		- Rider Detail on different sheets (Rider Attendance, Petrol Volume, Assign Bike).
		- Work on sheet Petrol detail on different Cards.
		- Office Stationary.
		- local phone history
		- Detail about Fuels on manual register.
		- Data Entry different assignment.
		- Work with marketing Staff on Website.
* Worked as a Computer Operator at **United Mobile Company** (2009 to 2010 Sept)

**JOB RESPONSIBILITIES:-**

* + - Update mobile specification on software
		- Assign mobile to technician
		- Make document to receive front desk
		- Make document to send to delivery contour
		- Make file daily sheet
* Worked as a Rider at **Domino’s pizza** (2008 Jan to 2009 Dec)

**JOB RESPONSIBILITIES:-**

* + - Delivered Pizza
		- Bike Maintains
		- Washing
		- Making pizza
		- Mopping
		- Attend Seminar

**ACADEMIC QUALIFICATION**

* Passed H.S.C (Commerce), 2012 from Karachi University (Private).
* Passed S.S.C (Commerce), 2005 from Educare Academy Secondary School, Karachi.

**COMPUTERS SKILLS**

* + Ms – Office 2010 (Outlook, Excel, Word & PowerPoint).

**LANGUAGES**

* English and Urdu

**Interests**

* Reading English Newspaper
* Educational Seminars, Workshops
* Surfing on Internet

**Extra Course**

* English Language (Pak British)
* Ms.Word

**PERSONAL INFORMATION**

* Date Of Birth : September, 10 1986
* Marital Status : Single

**Job Seeker First Name / CV No: 1719756**

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