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| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Taimooor** | | **Citizenship : Pakistani ▪ Date of birth : 30 Jan 1994** |  |  | | --- | | **Contact** | | **E-mail :** [**taimooor.291782@2freemail.com**](mailto:taimooor.291782@2freemail.com) | | Picture 021.jpg |
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| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | To contribute the growth and development of the organization through optimum utilization of my personal abilities. | | **Availability** | Any Time | | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | **2013 to 2015** | **Bachelor in Commerce (B.Com)**  Punjab University | | **2010 to 2012** | **F.Sc (Engineering)**  Govt. College of Science | | **2009 to 2010** | **Matric (Science)**  Govt. High School Kahna | | | |
| |  | | --- | | **Key Skills** | | **14 Months Computer Application & Office Professional course form Vocational Training Institute.(2013-14)**   |  |  |  |  | | --- | --- | --- | --- | | Ms Word 2007 | Ms Excel 2007 | Ms PowerPoint 2007 | Ms Access 2007 | | Inpage | Coral Draw | Windows installation | Office Management | |  |  | | --- | | **Work Experience** | | **Fist Security Private Limited Full Time Job Assistant Accounts Officer November 2015 to Till Date**   * Preparation of Invoices * Preparation of Salaries * Preparation of Reports * Preparation of Vouchers * Deposit of Cheques and Cash * Withdrawal of Cash * Handling Petty Cash * Daily & Weekly Expense Sheet * Handling EOBI & PESSI * Data Entry  |  |  | | --- | --- | | **Haji Sheikh Noor-U-Din & Sons Private Limited** | **Full Time Job** | | **Storekeeper** | **January to March, 2014** | | * Prepared OGP & GRIN. * Verification and Checking of equipments & accessories. * Internal Audit coordination. * Issued production goods. * Loaded and unloaded vehicles & containers. | | | **Descon Engineering Private Limited** | **Internship** | | **Human Resources Department** | **July to September, 2013** | | * Maintained Staff Management Sheet. * Prepared TNA report. * Prepared & Issued Internship Joining and Experience letters. * Arranged Employees Personal Files. * Interview Coordination. * Dispatch Daily mails. | | |  | | |  |  | | --- | | **Activities and Interests** | | |  |  | | --- | --- | | **Internet** | Internet surfing, mailing, using social apps. | | **Reading** | Books, news papers, poetry. | |  |  | | --- | | **Languages** | | |  |  |  | | --- | --- | --- | | **Urdu** | **Punjabi** | **English** | |  |  | | --- | | **Reference** | | |  | | --- | | Will be furnished when desired. | | | |
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