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| **Taimooor**  |
| **Citizenship : Pakistani ▪ Date of birth : 30 Jan 1994** |

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| **Contact** |
| **E-mail :** **taimooor.291782@2freemail.com** |

 | Picture 021.jpg |
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| **Profile** |
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| **Objective** | To contribute the growth and development of the organization through optimum utilization of my personal abilities. |
| **Availability** | Any Time |

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| **Education** |
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| **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 |

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| **Key Skills** |
| **14 Months Computer Application & Office Professional course form Vocational Training Institute.(2013-14)**

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| Ms Word 2007 | Ms Excel 2007 | Ms PowerPoint 2007 | Ms Access 2007 |
| Inpage  | Coral Draw | Windows installation | Office Management |

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| **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

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| **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.
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| **Activities and Interests** |
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| **Internet** | Internet surfing, mailing, using social apps.  |
| **Reading** | Books, news papers, poetry. |

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| **Languages** |
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| **Urdu** | **Punjabi** | **English** |

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| **Reference**  |
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| Will be furnished when desired. |

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