**CV**

Maqsood

Post Apply for computer operator

**Career Objective**

I wish to attain suitable position in an esteemed organization and wish to use all my constructive abilities and desirous to make my career by enhancing my quality of work as demand to achieve the desired result.

Working Experience

* Company Name : Descant Contracting Company Pvt.
* Position : Asst. Office Administration
* Period : Jan-2011 to March -2013 in Lahore Pakistan

**Duties and Responsibilities**

* Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
* Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.

1. Provide administrative support to ensure that municipal operations are maintained in an effective, up to date and accurate manner

Main Activities:

* Type correspondence, reports and other documents
* Maintain office files
* Open and distribute the mail
* Take minutes at meetings
* Distribute minutes
* Coordinate repairs to office equipment
* Follow up the daily attendance of the employees.
* Follow up the daily staff and Labor times sheets by Hysis (Data Base Computer System).
* Handle the petty cash of the project.
* Update the daily ‘weekly and monthly record of the project.
* Update the employee’s files through Hysis system.
* Co-operate with Accounts office to prepare the employees’ salaries.

2. Provide support to Council to ensure that Council is provided with the resources to make effective decisions

* Main Activities:
* Maintain confidential records and files
* Maintain records of decisions
* Research and assist with the preparation of motions, policies and procedures
* Review and edit reports to the Board
* Prepare correspondence for Board members
* Prepare documents and reports on the computer
* Schedule Board meetings
* Prepare agendas for Board meeting
* Prepare packages for Board meetings
* Attend board meetings
* Record minutes and submit minutes for approval

4. Provide receptionist services

Main Activities:

* Greet and assist visitors
* Answer phones
* Direct calls and respond to inquiries

Educational Background:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Marks** | **Grade/Division** | **Year** | **Board/University** |
| Metric | 481/850 | 2nd Division | 2004 | Mardan Board Pakistan |
| F.A | 690/1100 | “B” | 2006 | Mardan Board Pakistan |
| B.A | 247/550 | “C” | 2008 | University of Peshawar Pakistan |
| B.Ed | 674/1250 | “B” | 2012 | University of Sargodha Pakistan |
| M.A | 521/1100 | 2nd Division | 2010 | University of Peshawar Pakistan |

***COMPUTERS SKILLS: 6 Months diploma in Office Management, In page, Corel Draw,***

***Photoshop,M.s Dos***

Personal information:

* Nationality : Pakistani
* Date of Birth : 27/03/1988
* Gender : Male
* Marital Status : Single
* Religion : Islam
* Language Known : Urdu’ English’ Punjabi and Pashto

**Activities**

* Good Knowledge regarding Management and Administrative responsibilities.
* Have served for administrative and client relations
* Possess good communication abilities and convincing skills.
* Problem solving at different levels of departments Strong organizational and time managements
* Very polite and helping nature.
* Excellent communication
* Good experience with cash handling.
* Excellent time management skills.
* Good problem solving skills.
* Strong interpersonal
* Dynamic enthusiastic & creative individual
* Able to Work under pressure & meet Deadlines
* Self-confidence & friendly nature makes me to adjust easily with different people and situation.

**Job Seeker First Name / CV No: 1766550**

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