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| **Hamid Zaman – 1851168**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |

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| **CAREER OBJECTIVES** |
| To pursue a challenging and growth oriented career in an organization where I can utilize my knowledge and skills for creating value for organization and enhance my professional skills. |
| **PERSONAL INFORMATION** |
| ***Field of Interest*** | ***Nationality*** | ***Date of Birth*** | ***Marital Status*** | ***Strength*** | ***Communication Skills / Languages*** |
| Data Entry Operator, Accounting & Finance, Clerical, Sales, Cashier etc. | Pakistani | 17-Jan-1984 | Married | Good to learn and goal oriented | English - Urdu |
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| **01 & 08 MONTHS EXPERIENCE AS DATA ENTRY OPERATOR AT AJMAN W.E.F 28/02/2015 to 22/10/2016** |
| **Role** | data entry operator |
| **Assignments** | * Making GRN (Goods Received Notes).
* Prepare Division Sheets according to the GRN for distribution of all items to the locations.
* Generating labels & stickers for each item.
* Maintaining workflow, implementing cost reduction & develop reporting procedures.
* Perform general clerical duties i.e, photocopying, faxing, mailing & filing etc.
* Maintain hard copy and electronic filing system.
* Collect & maintain PC inventory.
* Any other duties assigned.
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| **06 & A HALF YEAR EXPERIENCE AS COMPUTER OPERATOR / JUNIOR ASSISTANT IN GOVT. OF KHYBER PAKHTUNKHWA HEALTH DEPARTMENT** |
| **ROLE** | COMPUTER OPERATOR/JUNIOR ASSISTANT |
| **Assignments** | * Compose Official letters in Computer System
* Maintain Daily Dispatch Register
* Maintain Daily Diary Register
* Distribution of Official letters to various health facilities & other line departments
* Maintain hard copy for future reference.
* Keep electronic copy in PC
* Any other duties assigned

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| **ACADAMIC QUALIFICATION** |
| ***Degree*** | ***Discipline*** | ***University/Institution*** | ***Country/City*** | ***Year*** |
| **MBA (Finance)** | Accounting & Finance | Preston University, Kohat | Pakistan | 2010 |
| **B.Com** | Accounting | Kohat University of Science & Technology | Pakistan | 2007 |
| **D.Com** | Accounting | Board of Technical Education, Peshawar | Pakistan | 2003 |
| **Matric** | Science | Board of Intermediate & Secondary Education, Peshawar | Pakistan | 2001 |
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| **TECHNICAL SKILLS** |
| **D.I.T** | One Year Computer Diploma in Information & Technology from Pakistan Institute of Computer Sciences, Rawalpindi in 2007 |
| **Tally ERP-9** | Tally ERP 9 from Skill Development Council, Peshawar in 2011 |
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| **SKILLS** |
| * Attention to detail and accuracy
* Communication skills
* Initiative
* Team work
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| **REFERENCES** |
| References will be provided on demand. |

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