|  |
| --- |
| **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.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

****

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
|  | | | | | | |
| **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. | | | | |
|  | | | | | | |
| **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 | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **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 |
|  | | | | | |
| **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 | | | |
|  | | | | | |
| **SKILLS** | | | | | |
| * Attention to detail and accuracy * Communication skills * Initiative * Team work | | | | | |
|  | | | | | |
| **REFERENCES** | | | | | |
| References will be provided on demand. | | | | | |

|  |
| --- |
| **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.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |