**HAMZA**

**HAMZA.332493@2freemail.com**

### **Personal profile**

Enthusiastically desirous to work with established organizations where I would have the chance to endeavor and discharge my duties to the satisfaction of my superior employers and make best use of my education, experience and knowledge. Seeking a position where I can utilize my skills and abilities while being resourceful and innovative. Willing to work as a key player in a challenging and creative environment.

### **Academic Qualification**

* **Bachelors of Sciences (Honors)** CGPA: 3.34/4.00

Bahria University, Islamabad

 (2010-2014)

* **Higher Secondary School Certificate**

Liaquat Ali Degree College for Boys, Rawalpindi.

 (2008-2010)

### **work experience**

**Designation: Data Entry Operator/web analyst**

**Organization: Waseela microfinance bank/ Dynamyte**

**Job duration: 2 Years**

**Key Roles:**

1. Inputting customer and account data from source documents within time limits
2. Scrutiny of the documents
3. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
4. Research and obtain further information for incomplete documents
5. Apply data program techniques and procedures
6. Keep information confidential
7. Dealing with the customers queries.
8. Matching the customer data with the NADRA record.
9. Inbound and outbound calls to the customers.
10. Storing the data in Banks’s software i.e. client payment solution and in MS-Excel.
11. Accomplishes department and organization mission by completing related results as needed.
12. Reporting everyday work performance to the supervisor.

### **TECHNICAL QUALIFICATION**

* **IOSH MS (**Managing Safely course provided by UK**)** from Institute of occupational health and safety.
* **NEBOSH IGC (**International General Certificate by UK**)** from International institute of oil and gas safety.

### **Projects Undertaken**

* Risk Assessment of Ganj Glass factory, Hassanabdal.

### **EXTRA/CO-CURRICULAR ACTIVITIES**

* Member Student Council Bahria University (Year 2011-12)
* Executive Member Bahria University Culture & Dramatics Society (2012-13).

### **OTHER SKILLS**

* Computer Proficiency
* Microsoft Office, Email, Internet. Typing Speed: 50-60 words p/m.
* Ability to use the web platform as a search and analysis engine.

### **Language Proficiency**

* **English:** Proficient
* **Urdu:** Proficient
* **Punjabi:** Proficient
* **Hindi** Intermediate

### **INTERESTS**

* Cricket
* Current Affairs