**`3 years of experience in Date Entry and Documents**

**Controller**

**CAREER OBJECTIVE**

To be a Value added part of an Organization where my Professional Experience, self-devotion and Qualification contributes to the profitability of the organization in this competitive environment.

**PROFESSIONAL CORE VALUES**

Effective team Player with minimum supervision believing in success of each team member is as important as success of the Organization Team, Supporting the fellows and seniors to achieve team targets through Co-ordination and Communication with people without any discrimination.

Believing in the “Growth with the Company” ideology converting management ideas into Successful results positively.

**AREAS OF EXPERTISE**

|  |  |  |
| --- | --- | --- |
| * Office Procedures
* Diary Management
* Reception support
 | * Preparation of Voucher
* Data Entry
 |  |

**EXPERIENCE**

**OPPO Mobiles Technology Pakistan**

 ***(07th June 2015 to 5th January 2017)***

**Professional Achievements:**

* Providing secretarial services such as minute taking, WP and diary management.
* Ensuring office procedures and systems operate efficiently.
* Handling requests for information and data.
* Setting up e-mail groups for committees.
* Circulating documents via post and email.
* Scanning and copying contracts, notes and other documents.
* Checking stationary levels and ordering new supplies.
* Opening, dating, copying and circulating incoming post.
* Raising purchase orders and chasing outstanding accounts.
* Recording, compiling, transcribing and distributing the minutes of meetings.

|  |  |
| --- | --- |
| **ZAKA Brothers Pvt Ltd Co.** | ***(13th Aug 2014 to 31st May 2015)***  |
|  |
| **Description of work:** |

* Meeting and greeting clients and visitors to the office
* Typing documents and distributing memos.
* Faxing, printing, photocopying, filing and scanning.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Day to day reporting on Expense, Deposits and Clearings.
* Handling customer complaints and queries.
* Updating, processing and filing of all documents.

**Education**

Matriculation from **Board of Intermediate and Secondary Education Lahore,** with major in Mathematics.

**I.T Skills**

* MS Office
* Good Typing Speed
* Adobe Photoshop Basics
* Internet surfing
* Installations & troubleshooting.
* Can speak English, Urdu/Hindi & Punjabi.
* Fast Learner, able to work in any type of field.

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**References**

Can be furnished upon request.