**RESUME**



**ZOHAIB**

**C/o-Cell (Current)** : +971504973598

**Visa States** : Permanent VIsa

**Visa Expiry** : 07-December-2017

**Address (Current)** : Sharjah.

**Email** : [Zohaib.344051@2freemail.com](mailto:Zohaib.344051@2freemail.com)

**Objective**

Looking for a good career in a well reputed organization which could offer me the opportunities to enhance my skills and prove my abilities. I believe in teamwork.

**INTERESTS**

* Explore latest technology news from internet
* Do some Charity work in my spare time to help others

**QUALIFICATION**

**AUTO CAD2D/3D** SESSION 2012 – 2013 Punjab Vocational Training Council

**I.COM** SESSION 2010 – 2012 BISE, Faisalabad

**SSC** SESSION 2008 – 2010 BISE, Faisalabad

**EXPERIENCE**

* **Computer operator**

I worked in **MTM (Masood Textile Mills)**As**Computer Operator**from**12 July 2012** to

**15 Aug 2014.**

My Basic responsibilities were:

* 1. Operate ETON (Electronic Transfer of Notices) Software.
  2. Handling of Production unit on Computer.
* **Accountant**

I performed my duties as Accountant in **RANA BROTHERS THREAD WORKS** from

**20 Aug2014 to 15November2015**.

I took start in the same firm in Part time but after a few months got this job as full time.

1. Preparation of Books of Accounts.
2. Updating of Books of Accounts on daily basis.
3. Handling Accounts Receivables.

* **Sale Man**

I performed my duties as Sale Man in **Exotic Electric Device TR L.L.C (Sharjah UAE)** from

**08December2015 to Continue .**

1. Handling Sale and perches Daily Base.
2. Updating daily Stock.

**COMPUTER SKILLS**

* Command Over Computer Hardware and Complex Computerized Control System.
* Command over Microsoft Office (Microsoft Windows XP, Microsoft Office. Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Front Page, Adobe Photo Shop, In Page)
* Command over Company Designed special Software Like. Customer Data Base Management, Marketing Management, Sales Management, Balance Sheet Management, Accounts Management.

**PERSONAL DETAILS**

**Marital Status** : Single

**Nationality** : Pakistani

**Date of Birth** : 19/05/1994

**Extracurricular**

**Activities** : Playing Cricket, Football and Basketball, Reading Technical &

Literary Books, Watching TV