**Aamer**

[**Aamer.352310@2freemail.com**](mailto:Aamer.352310@2freemail.com)

**PERSONAL INFORMATION**

Current Location: Sharjah,UAE

Visa Type: Visit Visa (Valid till April 12, 2017)

Date of Birth: 02-02-1986

Nationality: Pakistani

**COMPETENCIES**

* Able to learn new things quickly
* Self-starter and able to work under pressure to demanding deadline.
* Honest, hardworking and self-motivated.
* Goal oriented, adaptable and flexible.
* An effective team worker towards a common goal.
* Good communication skills.

**EXPERIENCE**

March 15, 2005 **Data Entry Operator/Computer Operator**

To Pakistan Tobacco Company (PTC) Akora Khattak

August 31, 2007 Pakistan.

**Major Duties**

* Reviewed charge documents for accuracy as well as corrected errors, return documents to source or enter missing data
* Maintained control of input documents by properly following batch control procedures
* Efficiently and accurately recorded financial and related data
* Informing team leader about unusual situations affecting productivity, accuracy and efficiency of data flow
* Responsible for other duties as assigned

**EXPERIENCE IN OTHER FIELDS**

1. **Security Guard:** AJ security & Safety Consultancies Ajman, UAE since February 07, 2014 to March 31, 2016.

2. **Salesman:** in Brother Mobile Center Mughalki Pakistan since

April 1st, 2008 to December 31, 2010.

**QUALIFICATION**

**1. F.Sc (Higher Secondary School Certificate in Pre-Engineering)**

2004 Govt: K.K.K Degree College Akora Khattak, Pakistan

**2. Secondary School Certificate (Science)**

2002 Govt: High School Misri Banda, Pakistan.

**CERTIFICATES:**

1. Certificate of Basic Security Course from National Security Institute (NSI) Ajman UAE.
2. Certificate of Bank Security Course from National Security Institute (NSI) Ajman UAE.
3. MS Office Course in Learning Resource Center (LRC) Akora Khattak affiliated with Skill Development Center (SDC) Peshawar, Pakistan.
4. Computer Diploma in Technical and Vocational Centre Jehangira Pakistan Affiliated with Technical Board of Peshawar.
5. Certificate of AutoCAD 2D, 3D from LAMAR Degree Collage of IT and Management Science Peshawar, Pakistan.

**ADDITIONAL COMPUTER SKILLS:**

1. Inpage software for composing and printing Arabic and Urdu.
2. Knowledge of Operating System (Windows) Installation, Formatting and User Setting.
3. Hard Drive Partition making, Installation and Removal of Hardware and Software.
4. Video editing in all versions of Ulead Video studio and Ulead Media studio.
5. Photo editing in all versions of Ulead Photo Impact, ACDsee and Photo Express
6. Knowledge of Internet.

**LANGUAGES**

* English
* Urdu
* Pashto
* Hindi
* Arabic (can read and write)

**REFERENCE**

Shall be provided on request