

**ASAD**

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**Career Objectives**

As my previous experiences of a stock controller, AutoCAD designer (2 projects) done Merchandiser and especially during I.T instructor and Documentation position. I gain lot of knowledge. Now I am looking for a position where can i utilize my knowledge, creative ideas and experience on right direction.

###### TECHNICAL SKILLS

* Fully aware of AUTOCAD, MS OFFICE, Adobe Photoshop, Corel Draw, Emailing troubleshooting.
* Able to work on AUTOCAD 2D&3D drawings and projects
* Fully experience of I.T teaching and Training.
* Excellent knowledge of installation all Windows, Software's and hardware of COMPUTER.
* Able to handle stock controlling, AUTOCAD, and Accountant responsibilities easily.
* Excellent user of modern computerized equipment and software’s
* Able to maintain high standard of display & visualization.
* Also full knowledge of retailing, cash managing customer dealing.

###### PROFESSIONAL EXPERINCE

**Security Administrator**

**SEPHORA Dubai Mall (15 January 2016 to till now)(Dubai)**

* Prepare In &Out Excel timesheet of Sephora staff and send to store manager through E-

Mail on daily base.

* Help to contractors for changing gondolas, Visualization, Video display and send all information of changing to store manager.
* Operate CCTV and report to manger. Also handle music system of shop.
* On any emergency call to ambulance or police.
* Control all LCDs and TV's and keep updated them with new videos.
* Answer the phone calls and inform to store manager.

**I.T instructor& Documentation**

**Information Technology Centre (November 2013 to December 2015) (Pakistan)**

* Teach the student's about basic computer, MSOffice, Adobe Photoshop, Coral Draw

And AutoCAD architect about Windows and Software installation, Emailing, Photo

Editing and usage of Internet.

* Assist them with make an examples of salary sheet, invoicing in MS Excel, application

And letters in MS Word make graphic presentation in MS PowerPoint.

* Solve the student’s confusion about computer software and hardware issues.
* Handle documents controller responsibilities.
* Prepare AutoCAD drawing and Give them complete knowledge and new ideas about

2D, 3D and front elevation of house and Buildings.

* Mange all collection of students monthly, diploma and exam Fee.
* Deposit the exam, registration and diploma fee to the Examination Board.
* Keep all record of student’s attendance.

**STOCKController**

**Al Asghar Trader's (January 2011 to March 2013) (Pakistan)**

* Compile records concerned with ordering, Receiving, storing, and Equipment.
* Compile data from source's such as contracts, purchase orders, Invoices requisition and accounting reports.
* Prepare daily and monthly stock IN&OUT Excel summary.
* Prepare order sheets and invoicing.
* Manage the record of sold out and remaining stock.
* Make new order on demand.
* Prepare profit and loss account at the end of each month.
* Make the record of damaged and expired product.

###### TECHNICAL QUALIFACTION

### Computer software professional Diploma.

### AutoCAD (architect 2D&3D) Diploma.

### Computer hardware Diploma.

###### ACADEMIC QUALIFICATION

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| --- | --- | --- |
| Qualification | SESSION | Board / University |
| **BACHELOR**  | 2014  |  Allama Iqbal Open University Pakistan.  |
| **INTERMEDIATE (I.COM)** | 2010  |  AJ&K Board Of Intermediate And Secondary Education Mirpur. |