**Gulfjobseeker.com CV No:** **470100**

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|lOb/ecf/Vdj

To be a part of a dynamic team where I must utilize my capabilities in an excellent way. I have an urge to conquer everything with my passions.

||Persona^^^|

Date of Birth

Martial Status

Nationality

Qualification

Professional Experience

30-12-1982

Single

Pakistani

BCS

5 Years

[Academic Background

|  |  |  |  |
| --- | --- | --- | --- |
| DEGREE/CERTIFICATE | YEAR | Major Subject | BOARD/UNIVERISTY |
| BCS | 2005 | Database Management, Programming, Business Management, Computer Networks, Accounts, Reports Writings,lnternet | Mohi-ud-Din Islamic university Islamabad(Recognized by HEC) |
| Fsc Pre Engineering | 2001 | Math ,Chemistry, Physics | B.I.S.E Bahawalpur |
| Matric Science | 1997 | Math, Biology, Physics, Chemistry | B.I.S.E Bahawalpur |

> IT Lecturer

Khanpur College of Technology Khanpur

Responsibilities

Oct-09tojan 11

o Deliver Lectures regarding IT and Management o Administration of Computer Network

* Admin & Finance Assistant. One Year  
  National Commission for Human Development(NCHD) Rahim Yar Khan

Responsibilities

o Maintain salary sheet of project staff, o Record keeping.

o Administration of Computer Network, o Data entry

o Operate EPINFO computer software o Maintain Office Inventory o Record Analysis

o Check and send Email regarding health progress report

* I.T Administrator & H. M. I. S Assistant Three Years  
  MCWAK UNFPA-EU(European Union) NGO Rahim Yar Khan

Responsibilities

o Maintain inventory.

o Record keeping.

o Administration of IT department.

o Conduct trainings and workshop regarding IT.

o Official Documentation

o Preparation of Reports

o Operates DHMIS(District Health Management Information System) computer Software in which district heath status record entered

o Administration of Executive Meetings and prepared minutes of meetings

o Conduct IT trainings of district health managers

[Professional Honolj

o Build software of Inventory control system of Asif and Company Pvt Lahore. Software Features

o Stock Record o Daily Sell Record o Purchase Record

o Calculate profit on daily, weakly, monthly and annually bases o Give suitable strategies for the business . o Product Detail Software Tools

o Visual Basic, Oracle, Macromedia Flash Mx,

System Requirements

o Pentium II or Higher,128 RAM

* Reading Books
* Internet Browsing(Searching, Uploading, Downloading)
* Playing Cricket