**CIRCULUM VITAE**



**AMIR**

**Amir.364805@2freemail.com**

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| --- | --- | --- |
| FATHER’NAME: | : | HAFEEZ ALI |
| DATE OF BIRTH | : | 01ST MAY 1975 |
| MARITAL STATUS | : | MARRIED |
| DOMICILE | : | KARACHI(SIND) |
|  |  |  |
|  |  |  |

I NEED A POSITION WHERE I CAN PROVE MY EXPERTISE, EXPERIENCE 19+ YEARS AND COLLECT REASONABLE RESPECT AND FINANCIAL BENEFITS. SPECIALLY COMPUTER / DATA ENTRY OPERATOR. I AM CONFIDENT WITH MY WORK. I SELECT MILD STONE TO ACHIEVE ANY GOAL AND THIS MY WORKING WAY. I AM READY TO WORK IN YOUR ORGANIZATION.

**SKILL & EXPERTIES**

* ELECTRIC & MANUAL TYPING
* ACCOUNTS
* COMPUTER LITRACY
* STATISTIC WEB DEVELOPMENT
* MS.OFFICE
* ADOBE PHOTO SHOP
* INPAGE
* INTERNET
* DATA CONTROLLER

**QUALIFICATION**

* MATRIC SCIENCE
* CERTIFICATE IN COMMERCE
* DIPLOMA IN COMMERCE

**TECHNICAL QUALIFICATION**

* COMPUTER MODULE-I
* ELECTRIC & MANUAL TYPING
* ENGLISH LANGUAGE MODULE-1

**WORK EXPERIENCE**

**A. ADVANCE RADIOLOGY CLINIC (PVT, LTD)** SINCE 1997 TO 2007 (APRIL)

Largest diagnostic center in Pakistan around 500 patients diagnose in a day.

1. WORK IN 1997 TO 2000
	1. **AS A COMPUTER OPERATOR**
2. WORK IN 2000 TO 2006 NOVEMBER
	1. **AS A MEDICAL TRANSCRIPTOR**
3. WORK IN 2006 NOVEMBER TO 2007 MAY
	1. **AS A ACCOUNT ASSISTANT**

**B. ABBASI SHAHEED HOSPITAL (KMC) 2007 MAY TO 2010 FEB**

**Government organization.**

1. WORK IN MAY 2007 TO JANUARY 2008
	1. **AS A DATA ENTRY OPERATOR**
2. WORK IN JANUARY 2008 TO DECEMBER 2008
	1. **AS A INCHARGE DATA ENTRY OPERATOR**
3. WORK IN JANUARY 2009 TO FEBRUARY 2010
	1. **AS A SUPERVISOR RADIOLOGY DEPARTMET**

**C. CARDIAC EMERGENCY CENTER**

**Government organization.**

1. **LANDHI (KMC)KIHD-IV FEBRUARY 2010**
	1. **TILL TO DATE**
2. WORK IN FEBRUARY 2010 TO 15 AUGUST 2010
	1. **AS A COMPUTER OPERATOR**
3. WORK IN AUGUST 2010 TO MARCH 2012
	1. **AS A ASSISTANT (CME) CLINICLE MEDICAL EDUCATION DEPARTMENT**
4. WORK IN MARCH 2012 TILL TO DATE
	1. **GENERAL SUPERVISOR (GS) HOSPITAL**
5. **BASIC COMPUTER KNOWLEDGE (WELFARE INSTITUTE)**

**SINCE 2012 TO MAY 2013**

* 1. I **AM KNOWLDEGE PROVIDES TO DATA COLLECTION AND SOME OTHER**

**STUDIES OF BASIC COMPUTER STUDEIES.**

1. **DAR UL SEHAT HOSPITAL**
	* 1. **AS FRONT OFFICER JUNE 2013-DEC 2014**
2. **IMAM ZAIN UL ABIDEN HOSPITAL PHARMACY**
3. **POS (POINT OF SALE) SYSTEM OPERATOR AS CASHIER**