**AYUB**

Email . [ayub.379483@2freemail.com](mailto:ayub.379483@2freemail.com)

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| Objective | To join your esteem organization to work in a Professional environment and test my Technical and Managerial skills on a professional level. |
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| Personal Information | Date of Birth: Aug 5, 1983  Religion: Islam  Nationality: Pakistani  Marital status Married |
| Languages | English: Fluent  Arabic basic  URDO Fluent  Pushto: Mother language |
| Education | **MASTER:**  **MS/MBA(Finance)** (Master of Business Administration in Finance)  University of Peshawar |
| Computer Literacy | * **OPERATING SYSTEMS** * Windows 98/2000/XP Professional/Windows 7/Windows 8 * **MICROSOFT OFFICE SKILLS** * Word, Excel, Power Point, Access * **WEB SEARCHING** * E - Mail (Sending/Receiving) * **DESIGNING AND ACCOUNTING** * Corel Draw * Photo Shop * In page * Peachtree * Quick Book * Tally * **HARDWARE & SOFTWARE** |
| PERSONAL PROFILE | * Energetic and Hardworking. * Strong Sense of Responsibility. * Good interpersonal and technical Skills. * Dependable and dedicated. |
| Experience | **Al Maroof Travels & tours**  **(since January, 2008 till March 201i**  **10 Years Work Experience as a general manager**  Office Administration, accounts, Customer Dealing and reporting to company  **SAIF GROUP OF COMPANIES (Lahore Compost (Pvt) Ltd)**  **(since April, 2006 to December, 2007)**  **1Year & 8 Months Work Experience as a Data Entry Operator.**  Compiling and feeding data of Procurement, Accounts, Admin, Production, Sales and Make Daily MIS Report.  **CRESTECH INTERNATIONAL (E-COMMERCE)**  **(since October, 2002 to April, 2006)**  **3Years & 6 Months Work Experience as a Supervisor of Data Entry Operators.**  Team Supervision and Data Entry in Software. |