**CURRICULUM VITAE**

AAMIR SALEEM

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**CAREER OBJECTIVE:**

I need a good environment organization where I can prove my skill, ability, as well. You will find me always regular, punctual and hard working, dedicated, and responsible and ready to take challenges.

**PERSONAL INFORMATION:**

\* FATHER'S NAME : MUHAMMAD SALEEM

\* DATE OF BIRTH : 22 MARCH 1988

\* RELIGION : ISLAM

\* NATIONALITY : PAKISTANI

\* MARITAL STATUS : MARRIED

\* DOMICILE/ PRC : KARACHI SINDH

\* N.I.C : 42201-1553152-7

\* DRIVING LICENCE : M/C LTV 112

\* PASSPORT NO. : HH5751521

**ACADEMIC QUALIFICATION:**

* **Matric Passed for Karachi Board.**
* **Intermediate Passed for Karachi Board**.

**COMPUTER SKILLED:**

* **MS-OFFICE COURSE FROM OSCAR COMPUTER CENTRE**.
* **MS-WORD, MS-EXCEL, POWER POINT & INTERNET EMAIL SEARCHING BROWSING.**

**WORKING EXPERINCE:**

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**FATIMID FOUNDATION:**

**(02 Feb,2018 till to Date) “Admin & HR Officer”**

* Supervise daily administrative operations.
* Monitor administrative staff’s performance.
* Time attendance software management (Bio metric machine registration, time management software management, etc.)
* Preparing employee’s compensation by the end of each month.
* Preparing payroll reports and working on SESSI & EOBI.
* Processing of probation expiry forms & confirmation letters.
* Recording of OT(overtime) as per approved limits,
* All employees’ data records to software maintain and update.
* Maintain employees’ personal files and relevant records.
* Maintain the staff leaves record.
* Maintain proper filing, storage in systematic and an orderly manner, and to keep all security of documents in safe custody.
* Supervise administrative services within the organization office.
* Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.



**FULCRUM PVT LTD:**

***06 Month (May 02, 2017 to Jan 30 -2018, “H.R.ASSISTANT / DATA ENTRY OPERATOR”***

* Arranging and sorting the records in data base.
* Combine the records of all data entry in separate master sheet for queries.
* Daily & weekly data reports sharing with head.
* Analyzing the data and correction in sectors & discipline
* Prepare and issue offer / appointment letters / show cause notice / warning letter / acceptance of resignation & Experience letter.
* Maintain the employees’ personal files as well as administrative record such as Leaves, final settlements etc.

**MRB PAKISTAN:**

***4 YEAR (02-May-2013 to 30-Apr-2017) EXPERIENCE AS A “DATA ENTRY OPERATOR / OFFICE ASSISTANT”***

* Data Entry Operators / Computer Operators, Organizing Induction Programs for New Staff.
* Coordinating all clerical staff & utilizing office equipment effectively.
* Handling incoming / outgoing calls, dispatched correspondence & filing.
* Updating & maintain the holidays, absence and training records of staff.

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**OASIS INTERNATIONAL:**

***2 YEAR (Jan-2008 To Dec-2010) EXPERIENCE AS A “DATA CODER & DATA ENTRY OPERATOR”,***

* Data Receiving, Data Sorting & Data Updating in Excel Sheet.
* Performing all data processing duties in an accurate and timely manner.
* Operating and maintaining computer associated peripheral equipment.
* Providing first-level support following established procedures.

**REFERENCE:**

* WILL BE FURNISHED UPON REQUEST.