



ABDUL AHAD BIN ASLAM

WORK EXPERIENCE

Epla Laboratories (Pvt) Ltd

Karachi - Pakistan

1 year experience as a Joniour Assistant C.E.O.

To take and deliver all the department's letters and take receipt of them.

Making all medical entries of the company in MS Office.

Arranging meetings of the board of directors of the company.

Keeping all company file series wise in board room.

JB Industries

Karachi - Pskistan

1 year experience as a Assistant Yarn Store Inchage

Issuing the computerized yarn challan before deliver to another company.

Manually counting the yarn bags and yarn counts like 20/S, 30/S, 10/S, and making entries on Excel with company wise.

Checking that the color milage of the old fabric is the same as that of the new fabric if can't match this So we used to get it tested in our company's laboratory.

Keeping all invoices filed.

Quality Punch (Screen Printing) Textile

Karachi - Pakistan

2 years experience as a Illustration Graphic Designer.

I used to convert low quality and low quality logos rasterized images rasterized logos banners posters into high resolution called vector format.

E-List Guy Software House

Karachi - Pakistan

1 year experience as a Joniour Inventory Operator.

By searching for people from the Linkedin Social media website, entered their entries into MS Excel.

EDUCATION

Arena Multimedia (Gulshan Branch)

Two and a half years diploma from Arena Multimedia in Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro, Adobe After Effects, Sound Forge, 3D Max or Maya has been taught.

2013-2015

Govt Degree Gulistan-e-Jauhar College

I completed my commerce studies in government college by taking regular classes.

2011-2012

Completed 3 months Short Course of

Supreme Institute MS Office

Completed the study of MS Office MS Power Point MS Excel and also obtained the certificate.

March 2013- June 2013

Groom Well Public School

Studied computer science in school

2009-2010

Summary

I'm looking to join a progressive organization and best company to utilize my computer skills and The abilities of the mind.

I will try to follow the instructions properly.

I want the company or organization to give me handsome salary and promotions in future. I will do my work with full honesty and will not give any chance to complain.



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LANGUAGE


- English (Normal)
- Urdu (Normal)


PERSONAL INFORMATION


- Father's Name : M. Aslam Ghous
- Date of Birth : 2-November-1992
- Marital Status : Engaged
- C.N.I.C No : 42201-4921602-1
- Religion : Islam
- Citizenship : Pakistani
- Siblings : 03


COMPUTER SOFTWARE

Adobe Illustrator  90%

Adobe Photoshop  81 %

Adobe Premiere  50%

After Effects  55%

Microsoft Office  60%

REFERENCE

Will be furnished upon request.