

ANAM LIAQAT

Professional Computer Operator

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Visa Status: Visit Visa



OBJECTIVE

To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the company.

PROFILE

In my Computer skill career, I always aimed to be a goal directed and result-oriented professional. Working in UAE with such a broad-based education system I learned working in a multicultural environment. I see myself as a Self-motivated and focused individual. I feel profound happiness in teaching and firmly believe that teaching is a great source of learning. I am looking to contribute my knowledge and skills in a genuine organization that offers an opportunity for career progression.

PROFESSIONAL COMPUTER SKILLS

- Comprehensive knowledge of homework assigning IT resources (MS Teams, Managebac.com, Online training & computer courses)

Good working knowledge of MS office and G.sheet standards.

Planning and preparing of learning activities and supervising group tasks.

PROFESSIONAL & ACADEMIC QUALIFICATION

2016	Bachelor in Economics and computer Science (It Specialist)
2012	I.C.S from BISE Faisalabad
2018	3 month diploma in MS WORD.

PROFESSIONAL EXPERIENCE

_____ Company Name	Banzair Income Sport Program
_____ Designation	Supervisor 2016-2017

<u>Company Name</u>	HBL Bank Jaranwala, Pakistan
Designation	Taller 2018-2021
<u>Company Name</u>	Imran Calling Center Jaranwala, Pakistan
Designation	Typist 2022-2023

DUTIES & RESPONSIBILITIES

While working at Different companies. I got exposure of following tasks performed on monthly basis for different Task

Office work

Customer Services

Enthusiastic to Learn and have New Experiences.

Positive Attitude and Enthusiastic in Team Work.

Excellent Communication and inter personal skills.

WORKING AT MUSTAFVI TRAGING

As a Computer operator, I was assigned to multiple Task from different vendor in Multan.
The experience provided me an in-depth knowledge of

WORKING AS AN ONLINE TUTOR IN DUBAI, UAE

Enhanced understanding of current educational IT resources (MS Teams and Zoom)

Provided an opportunity to access and share information easily and readily.

Worked on students' independence on completing tasks.

- Facilitated discussions apart from school learning to create more friendly environment for the students.

PROJECTS AND REPORTS

Prepared thesis by researching on topic "Factors Affecting Employees Affective Commitment to Change."

- Prepared a comprehensive report on "Compensation and Performance Appraisal Practices of K-Electric" as a part of Strategic Performance Management course.
- Analyze "HRM Practices of "Dalda Foods" as part of course on Organizational Behavior.
- Conducted Statistical survey on "Impact Of Employee Development and Personnel Evaluation on Job Satisfaction"

Prepare a report on Od Practices of "Akzo Nobel Pakistan Limited" as part of course on Organizational Development.

PERSONAL

- Date of Birth : 02/02/1994
- Marital status : Married
- Nationality : Pakistani

INTERESTS

- Travelling
- Reading Books
- English, Urdu, Punjabi