



## NAJMUL GHANI

**COMPUTER OPERATOR**  
**DATA ENTRY OPERATOR**  
**OFFICE ASSISTANT**

### Contact



Al- Satwa, Dubai.



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### Skills

#### Computer Skills:

Operating & Installing Softwares  
Windows 7, 8, 10 & 11.

#### Microsoft Office:

MS Word  
MS Excel (Advanced)  
MS PowerPoint  
MS Access  
Outlook

*Quick Book, Tally ERP 9, Tally Prime*  
*Adobe Photoshop, Adobe Illustrator,*  
*Composing (English, Urdu, Arabic)*  
*Printing, Photocopier machine Operating,*  
*Scanning Documents....*

### Objective

To Seek a challenging job using my work experience and qualification. I am looking for an opportunity that would help me in build up my skill and enjoy my growth, I am conformity to requirement to the organization.

### Education

- ❖ **Diploma in Information Technology**  
(*Excellence Institute of IT Karachi*)
- ❖ **Computerized Accounting**  
Quick Books, Tally ERP 9, Tally Prime  
(*Excellence Institute of IT Karachi*)
- ❖ **FTJ**  
(*National Council for Tibb Islamabad*)
- ❖ **Intermediate**  
(*BISE, Saidu Sharif, Swat*)
- ❖ **Matriculation**  
(*BISE, Saidu Sharif, Swat*)

### Work Experience

- ❖ 1.5 Years work at Makhozee Public School as *Assistant Accountant, Data Entry Operator.*
- ❖ 1 year work at Naeem Corporation as *Assistant Accountant.*
- ❖ 6 months work at Burhani Hospital as *Data Entry Operator.*
- ❖ 1 year Work at Awan Graphics Company as *Computer Operator/ Data Entry Operator.*
- ❖ 2 Years work at Kuzpaw Graphics as *Typist, Data Entry, Cashier.*
- ❖ 1 Year Work at GHS School as *Office Assistant, Data Entry Operator.*

### Language

- ❖ *English, Hindi, Urdu, Pashto.*