 +92 334 0268656

 saim.matloob1122@gmail.com

 Karachi, Pakistan

**Professional Summary**

To work in a Dynamic, Challenging and Mission Critical Environment and to achieve a suitable position.

**Work Experience**

**Help Desk Officer**

Ziauddin University Examination Board, July/2021 – Present

* Enter Examination and Enrollment forms in CMS Server
* Receive application forms in Help Desk Counter from School Principals.
* Perform duty in Secretary Room as an Assistant Secretary.
* Recruited, Trained and supported Help Desk Technicians and Representatives.

## Accounts Assistant

Premier Group of Companies, Nov/2017 – Dec/2020

* Update new rates of products in Oracle ERP and BMS Server.
* Create new products in Oracle ERP and BMS Server.
* Make updated imports for BMS Server and distribute to all branches.

## Public Relations Officer

Al Mashhod Technical Services LLC, Aug/2014 – Aug/2016

* Developed campaigns to increase public awareness of company and engaged customers.
* Forged strong social media relationships to further public relations goal.
* Gathered information on customer opinions and adjusted plans to capitalized on current trends.

**Education**

**Bachelors in Commerce: Accounting**

University of Karachi, Karachi, Pakistan, Feb/2007 – Dec/2010

**Intermediate: Pre-Engineering**

Islamia Govt. College, Karachi, Pakistan, April/2004 – Dec/2006

**Skills**

**Professional**

Client relationship management

Cash Handling

Building Relationships

**Technical**

Microsoft Office

ERP Server

BMS Server

**Languages & Other Interests**

Add as pertinent or delete – this is a valuable place to add any community or volunteer work.