**Zaheer Ahmad Janjua**

**Target Job: Remittance Cashier/Computer Operator**

**Personal Details**

**Birth Date:**03-09-1979

**Mobile#** +92 (334) 545 8518

**NIC#:** 37405-0745097-3

**Passport#** PE1150972

**Mailing Address:**

National Centre for Physics

Shahdra Valley Road Near NIPS, Islamabad.

**Personal e-mail:** zeeahmad.janjua79@gmail.com ,

**Office e-mail:** zaheer@ncp.edu.pk

**Personal PROFILE**

A professional with **17 Years** of work experience in the field of Finance, Procurement, Stores, Computer/Data Entry Operator. Currently I am working with a government organization National **Centre for Physics, Islamabad** as Computer Operator since March, 2007. I have expertise in performing all types of clerical tasks by applying excellent word processing & data entry skills. I can handle all financial matter very well. I have the ability to work under pressure and to meet the deadlines efficiently.

**KEY SKILLS**

* Word processing, Spread Sheets & Data Entry.
* Well versed with accounts procedures
* Handling software in Java and Oracle
* Financial management
* Good public dealing

**EMPLOYMENT DETAILS**

**Computer Operator**

March 2007 – Present

National Centre for Physics, Islamabad

Job Responsibilities:

* Preparing payment vouchers, credit vouchers and general vouchers in Java Software
* Preparing cheques of employees, suppliers, medical, overtime, late sitting, TA/DA etc.
* Handling cash matters of accounts section.
* Submission of cash and cheques in respective bank accounts
* Handling utilities and residences bills
* Handling cash reimbursements
* Preparing cashbook ledgers of miscellaneous bank accounts
* Monthly reconciliation of all accounts
* Handling GP fund ledger
* Preparing of salaries of NCP employees
* Preparing of Income and GST of employees/suppliers
* Submission of taxes in respective banks

**Data Entry Operator** 

Feb 2006 – Feb 2007

Directorate General Immigration and Passports, Islamabad

Job Responsibilities:

* Passport (printing, lamination and scanning).
* Passport quality control check.
* Inventory management.
* Data Entry
* Reports printing and shipment of passports.

**EDUCATION**

 **Bachelor Degree (BA)**

Punjab University, Lahore

2000 – 2002

Grade-B

**HSSC**

Board of Intermediate and Secondary Education Rawalpindi

1998 – 2000

 Grade-B

**SSC**

Board of Intermediate and Secondary Education Rawalpindi

1994 – 1996

Grade-A

**COMPUTER STUDIES**

**Course Title College/Institute From To Duration**

IT Advance Course STICS, Rawalpindi Aug, 02 Oct, 02 3 months

IT Advance Course The Rising College, Rawalpindi Apr, 04 Sep, 04 3 months

Office Automation Al-Mustafa Computer Centre Rawalpindi May, 05 Oct, 05 6 months

**REFERENCES**

**Irshad Wali Lone Rizwan Yousaf Rizwan Akram**

Senior Chargeman (Electrical) Junior Assistant (Stores) Junior Executive (Estate)

National Centre for Physics National Centre for Physics National Centre for Physics

Mob# +92 (332) 552 7537Mob# +92 (320) 050 5088 Mob# +92 (320) 086 9914