**HAMID ZAMAN**

Cell #:+92-317-6151605

Email:hamidzaman2016@gmail.com

Current Address: KPK Pakistan

Passport Number: BQ5201443

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| **Career Objectives** | | | | | | |
| To pursue a challenging and growth oriented career in an organization where I can utilize my knowledge and skills for creating value for organization and enhance my professional skills. | | | | | | |
| **Personal Information** | | | | | | |
| ***Field of Interest*** | ***Nationality*** | | ***Date of Birth*** | ***Marital Status*** | ***Strength*** | ***Communication Skills / Languages*** |
| Data Entry Operator, Accounting & Finance, Clerical, Cashier etc. | Pakistani | | 17-Jan-1984 | Married | Good to learn and goal oriented | English - Urdu |
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| **02 years experience as Data entry operator at monalisa llc, uae ajman**  **with effect from 2015 to 2016** | | | | | | |
| **Role** | | data entry operator | | | | |
| **Assignments** | | * Enter Sampling Data in Goods Received Note (GRN). * Making label & stickers accordingly * Keep invoices in various proper file * Receiving phone from various showroom accordingly * Making different Price Card for the showroom * Any other duties assigned | | | | |
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| **10 Years Experience as Computer Operator**  **IN GOVT. OF KHYBER PAKHTUNKHWA, HEALTH DEPARTMENT, DHO OFFICE KOHAT** | | | | | | |
| **ROLE** | | COMPUTER OPERATOR | | | | |
| **Assignments** | | * Compose Official letters in Computer System * Maintain Daily Dispatch Register * Maintain Daily Diary Register * Distribution of Official letters to various health facilities & other line departments * Filing hard copy for future reference * Keep electronic copy in system * Any other duties assigned | | | | |

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| **Academic Qualifications** | | | | | |
| ***Degree*** | ***Discipline*** | | ***University/Institution*** | ***Country/City*** | ***Year*** |
| **MBA (Finance)** | Accounting & Finance | | Preston University, Kohat | Pakistan | 2010 |
| **B.Com** | Accounting | | Kohat University of Science & Technology | Pakistan | 2007 |
| **D.Com** | Accounting | | Board of Technical Education, Peshawar | Pakistan | 2003 |
| **Matric** | Science | | Board of Intermediate & Secondary Education, Peshawar | Pakistan | 2001 |
|  | | | | | |
| **TECHNICAL SKILLS** | | | | | |
| **D.I.T** | | Diploma in Information & Technology from Trade Testing Board, Khyber Pakhtunkhwa, Peshawar in 2007 | | | |
|  | | | | | |
| **SKILLS** | | | | | |
| * Attention to detail and accuracy * Communication skills * Initiative * Team work | | | | | |
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| **REFERENCES** | | | | | |
| References will be provided on demand. | | | | | |