**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 |
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| **TECHNICAL SKILLS** |
| **D.I.T** | Diploma in Information & Technology from Trade Testing Board, Khyber Pakhtunkhwa, Peshawar in 2007 |
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| **SKILLS** |
| * Attention to detail and accuracy
* Communication skills
* Initiative
* Team work
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| **REFERENCES** |
| References will be provided on demand. |