



Hassam Qureshi

Computer Operator
& Accountant

Passport: KW4911161

CONTACT ME

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Al Nahda, Near Al Qantra
Restaurant, Sharjah UAE

EDUCATION

BS Hons. Computer Science
Govt. College University
Faisalabad Punjab Pakistan

2018 - 2022

FSc. (Pre Engineering)

Govt. Post Graduate College,
Bahawalpur Punjab Pakistan
2016 - 2018

Matriculation

Govt. Cantt High school
Bahawalpur Punjab Pakistan
2014 - 2016

SKILLS

- Data Entry
- Computer Knowledge
- Programming
- Html, CSS, PHP
- Accounts

WORK EXPERIENCE

Computer Operator & Accounts

2016 - 2017

Ghayas Electronics I Bahawalpur

I was Computer team leader and their computer operator. I have responsibility to manage their inventory in their software and also to manage and check work of my computer team. I Also manage their accounts (Company payments, Ledger, Daily sales etc)

Computer Operator & Admin

2017 - 2019

The Horizon System of Education I Bahawalpur

I was computer typist and also admin of that school. My responsibilities is to compose their exams papers, tests, and class activities. I also managed their students and staff in software. I worked as a admin also. As an admin my responsibilities to keep check their staff and deals with students parents.

Computer Operator & Admin

2019 - 2023

The Knowledge School Khayaban Campus I Bahawalpur

I was computer typist and also admin of that school. My responsibilities is to compose their exams papers, tests, and class activities. I also managed their students and staff in software. I worked as a admin also. As an admin my responsibilities to keep check their staff and deals with students parents.

REFERENCES

Will be furnished on demand