

Dear Sir,

I am writing this letter to apply for the position at your esteemed organization. In reading my profile, I believe you will find my qualifications and attributes making me a very suitable candidate for employment. My education, work experience & skills have equipped me precisely with those skills which might be a need of your organization.

I am having the considerable studies and diversified work experiences which resulted in development of variety of skills required by an organization. The Experiences and skills included indoor and outdoor both types of job skills and experiences i.e, survey, supervising, accounts and admin, Work force administration, preparation of Payrolls, conducting the appointment procedures, security and protocol related functions.

Conclusively, I am looking forward for due consideration of this job application with an expectation of a call for personal interview. Positive response from your side will be highly obliged.

Thank you in anticipation.

Regards,

Muhammad Humayoun



M. Humayoun

**WFA | Supervisor |
Accounts | Admin**

Contact

ADDRESS:

House # B-197, Phase-I,
Gulshan-e- Hadeed, Bin
Qasim Town, Malir, Karachi.

PHONE:

+92-332-3036525
+92-345-2212971

E-MAIL:

mhumayoun.b@gmail.com

Skills

- Computer Software/Hardware
- Admin & HR Functions
- Oracle Software/ Database
- MS Office Tools
- Office Automation
- Correspondence/Persuasion
- Payroll management
- Data Evaluation & Analysis
- Communication & Interpersonal skills.

Personal Information

Father's Name: Abdul Ghaffar
Marital Status: Married
Nationality: Pakistani
Religion: Muslim, (Sunni)
Date of Birth: 28-01-1983
C.N.I.C.: 42501-3130559-1

OBJECTIVE

Experienced, dedicated and Result oriented professional with a variety of diversified work experiences required for an organization. Looking forward towards a long term professional relation with an organization offering attractive and growing career.

EDUCATION

B.COM Sindh University	2012-2014
Intermediate Degree College Thatta	2003-2005

WORK EXPERIENCE

- 1- WORK FORCE ADMINISTRATOR (WFA)
PHARM EVO (PVT. LTD.)
2018-2023**

Key Functions: Preparation of Payroll, conducting appointment procedures.
- 2- FILLING OPERATOR AND TEAM LEADER
HASCOL PETROLEUM TERMINAL
2016 - 2018**

Key Functions: Team Leader at Filling of tank Lorries.
- 3- SECURITY IN-CHARGE AND PROTOCOL OFFICER
FAUJI AKBER PORTIA (FAP)
2015-2016**

Key Functions: Leading and Supervising the vigilance and attention of security guards and directly reporting to the head of security department.
- 4- SURVEYOR/SUPERVISOR
PAKISTAN STATE OIL (PSO)
2013-2015**

Key Functions: Supervision of team and survey of Tank Lorries.
- 5- ACCOUNTS OFFICER
Sindh Television Network
2010-2013**

Key Functions: Maintenance of Accounts on Oracle based software and related Functions of MS excel and Word.

REFERENCES

May be furnished on Demand.