

TAMOOR AHMAD



CONTACT



+966 504107825
+92 3236272841



TEMOORMUGHAL41@
GMAIL.COM



SAUDI ARABIA DAMMAM

- D.O.B: 08 APR 1995
- Nationality: Pakistani
- Passport No: RA1168671
- License No: 201528236
- CNIC: 35102-6929867-3

COMPUTER SKILLS

Microsoft Word, Excel, Power Point, Access, In Page, Windows use, Email

LANGUAGES

English, Urdu, (Arabic little bit)

SOFTWARE SKILLS

- AMOS
- DATATEX
- ERP ORACLE

CAREER SUMMARY

Experienced Computer Operator & Accountant in A Well-Known. Handworker Data Transcriber Known for Fast Typing Skills. Excellent Record as Computer Operator & Assistant in Previous Company. Reliable, Knowledgeable and Highly Organized Team Player with Excellent Communication Skills, Team Building, Problems Solving and Relationship Management. Highly Proficient with Micro Software.

EDUCATION

2021 BACHELOR OF SCIENCE B.SC

University Virtual University Kasur, Pakistan.

2015 FACULTY OF ARTS

College Board of Intermediate & Secondary Education.

2010 MATRICULATION

School Board of Intermediate & Secondary Education.

EDUCATION DIPLOMA

2015 COMPUTER APPLICATION & OFFICE PROFESSION (14 MONTH)

College Vocational Training Institute Kasur, Pakistan.

2012 ELECTRONICS APPLICATION (2 YEAR)

College Technical Training Institute Kasur, Pakistan.

EXPERIENCES

2022 (Present) SAUDI AIRLINES DAMMAM AIRPORT

Saudi Arabia Saudi Airlines Warehouse as a Computer Operator.

SKILLS: AOG DESK, DGR, SHELF EXPIRY, SCRAP MATERIAL, SHIPPING, RECEIVING, INVENTORY CONTROL, EVENT TRACKING, PARTS TRACKING, WORKORDER, ORDER MANAGEMENT, STORE MANAGEMENT.

2019 to 2021 INTERLOOP DENIM DIVISION (PVT) LTD.

- Compelled data entry tasks with accuracy and efficiency.
- Drafted reports for upper management as directed.
- Scanned documents and saved in database to keep records of essential organization information.
- Compiled information and input into database.
- Entered numerical data into database with speed and accuracy using 10-key pad.
- Produced monthly reports using advanced excel spreadsheet functions.

2015 to 2016 H.SADAR ALI AKHTAR ALI (PVT) LTD.

My role as HR Assistant Officer involves dealing with old & new employers of company. I generally assigned to help HR managers keep track of employ information.