



# TAHIR ABBAS

## OBJECTIVE

**Seeking** a challenging position with a progressive organization that will effectively utilize my knowledge and expertise, where I can grow with the organization and prove to be an asset for its effective functioning, be a team player for the achievement of organizational goals and its success.

## CONTACT DETAIL

Mobile No: 0092-304-5626476

Whatsapp: 0092-304-5626476

Email: tahirgbest@gmail.com

## SKILLS

Effective communication inter personal and data management skills

Professional with computerize reservation system and working alone.

Excellent verbal and non verbal communication skills.

Highly motivated to improve personal contribution to the department.

Company: Sarfraz Textile Pakistan  
Position: Data Entry Operator  
Duration: 2013-2015

Company: MK Sons PVT Ltd Pakistan  
Position: Office Clerk  
Duration: 2015-2019

Company: Welcomed Rice Industries Pakistan  
Position: Office Assistant/Data Entry Clerk  
Duration: 2020 To 2021

Company: Welcomed Rice Industries Pakistan  
Position: Data Entry Clerk  
Duration: 2022 To Continue

## EDUCATION

Matriculation from Faisalabad Board Pakistan 2004  
D.COM from Punjab Board Lahore, Pakistan 2006  
Diploma in Computer Application 2006

## COMPUTER SKILLS

MS Office  
Oracle  
Windows Installation

## DECLARATION

I hereby declare that the above mentioned information is true and correct in the best of my knowledge and belief.

## PERSONAL DETAIL

Date of Birth : 25-12-1987

Gender : Male

Material Status: Married

Nationality : Pakistani

Languages : English and Urdu

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