**Zaheer Ahmad Janjua**

**Target Job:** Computer Operations/Storekeeper

**Work Experience:** 17 years

**CONTACTS:**

National Centre for Physics

Shahdra Valley Road Near NIPS, Isb.

**Birth Date:** 3rd September, 1979

CNIC# 37405-0745097-3

**Mobile#** +0092 (334) 545 8518

**Office Mail:** zaheer@ncp.edu.pk P**ersonal Mail:** zeeahmad.janjua79@gmail.com

PROFILE

A competitive individual with over 17 Years of professional experience in stores field currently working in a government organization in procurement and stores department under the supervision of GM Administration performing duties as Junior Computer Operator (Stores). I can handle admin, purchase and stores activities very well. I can work under pressure and have ability to meet deadlines.

KEY SKILLS

* Working knowledge in Softwares (Java, Oracle, FoxPro)
* knowledge of stores clerical procedures
* Hands on Stores Consumables & NC Items
* Knowledge of purchase clerical procedures
* Excellent data entry and word processing speed
* Good communication and public dealing skills.

EMPLOYMENT DETAILS



**National Centre for Physics, Islamabad**

**Computer Operator (Stores)**

**March 2007 – Present**

Job Responsibilities:

* Dealing in buildings inventory, stationary, electrical items, HVAC Items, plumbing Items, mechanical items, electronics items, computing servers, computers and laptops, network switches IT equipment, nano lab equipment, chemicals, books and journals.
* Handling Inventory Management Software.
* Handling Stores Consumable and Non Consumable Items.
* Receiving consignment from suppliers and inform discrepancies to Manager Stores.
* Inspect delivery items as per purchase order and process the case for inspection.
* Issuance of stationary to various departments on quarterly and need basis as well.
* Preparing minute sheets, inspection memos and budget reports.
* Handling annual stock taking and public auctions.
* Preparing Issue Voucher, Store Receipt Voucher, Return Note and Employees Personal Inventory Sheets.
* To maintain Stores Receipt Voucher entries in consumable and NC stock ledgers
* Responsible for overall operations (proper tagging, stacking, Cleanliness) of warehouse.
* To prepare and initiate purchase demands of Stationary, toners, printing, furniture.

**Directorate General Immigration and Passports, Islamabad**

**Data Entry /Printing Assistant**

**Feb, 2006 – Feb, 2007**

Job Responsibilities:

* Passport (printing, lamination and scanning).
* Passport quality control check on Machine Readable Zone.
* Inventory management.
* Data Entry of passport tracking numbers.
* Report generating through database.

**Deluxe Agencies, Rawalpindi**

**Storekeeper/Computer Operator**

**Jan, 2003 – Aug, 2003**

Job Responsibilities:

* Data entry of bills received from suppliers.
* Preparing customer bills through FoxPro databases.
* Receiving deliveries and store medicines stock in warehouse.
* Processing supplier payments.
* Issuance of medicines and confirm daily stock position to Director.
* To keep manual and computerized record of medicines up to date.

EDUCATION

Bachelor of Arts (B.A)

University of Punjab, Lahore

2000 – 2002

Grade – B

HSSC

Board of Intermediate and Secondary Education Rawalpindi

1998 – 2000

 Grade – B

**SSC**

Board of Intermediate and Secondary Education Rawalpindi

1994 – 1996

Grade – A

COMPUTER STUDIES

**Course Title College/Institute From To Duration**

IT Advance Course STICS, Rawalpindi Aug, 02 Oct, 02 3 months

IT Advance Course The Rising College, Rawalpindi Apr, 04 Sep, 04 3 months

Office Automation Al-Mustafa Computer Centre Rawalpindi May, 05 Oct, 05 6 months

REFERENCES

**Irshad Wali Lone Rizwan Yousaf Rizwan Akram**

Senior Chargeman (Electrical) Junior Assistant (Stores) Junior Executive (Estate)

National Centre for Physics National Centre for Physics National Centre for Physics

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