**ZEESHAN SAEED**



**saeedzeeshan655@gmail.com whatsapp : +971 569793197 phone No# +971 569793197**

**CAREER OBJECTIVE:**

To work in simulating and conducive environment that provides an opportunity to work on challenging assignment and to make a difference in the output of Departments, Institutions, Organizations, with my performance and hard work..

**Qualification Profile:**

**FSC ( PRE MEDICAL ) 2013 Board of Intermediate & Secondary Education Mardan Kpk**

**Pakistan**

**S S C MATRIC 2011 Board of Intermediate & Secondary Education Mardan Kpk**

**Pakistan**

**COMPUTER OF HARDWARE/SOFTWARE COURSE ONE YEAR 2010 Pak Computer institute Peshawar, KPK, Pakistan**

**OFFICE AUTOMATION & GRAPHIC DESIGNING COURS 2013 DIVINE institute Peshawar, KPK Pakistan**

**DIPLOMA OF COMPUTER KPTTB D.I.T (K.P.K) 2014 DIVINE**

**WORK EXPERIENCE Time keeper DATA ENTRY Folding assistant just store keeper**

**TWO YEAR EXPERIENCE AS A FOLDING ASSISTANT AT UNION FABRIC COMPANY TEXTILE (KHARACHI)**

**Work Experience: Working As Store keeper & data Entry Operator RECORD MAINTAIN WITH ALL STOCK**

**Work Experience: Working As data entry operator At Exampoo were house reciving / issued**

**Work Experience: Working As Accountant with zubair feeds (Chicken feeds ) cash / Dc / ETC**

**Work Experience: working Contrucation feeds Assistant Store keeper**

**Project:**

**TEXTILE & WERE HOUSE & CHICKEN FEEDS & CONTRUCTION FIELD**

**Having Experience and Ability in Textile & were house & chicke feeds & Construction Field, delivery and receiving items, arrangement of materials at site such as documents record keeping, Items measurements checking up quantity condition and checking up materials, wastage material on site area as responsibly.**

**Time Keeper:**

**Manpower attendance, duty hours and overtime hours, and provide the food and water as responsibilities.**

**Official Clerical Work Experience:**

**MS Office: Ms. Word, Ms. Excel, Ms. Power Point , Ms. Access etc.…Special Excellent knowledge and Experience Skill in Ms. Excel & Other Specialist Data Base**

**Ms. Access: Comprehensive understanding of the data protection ACT.**

**Excellent typing speed 50 WPM**

**Data Entry Operator:**

**An ability to work to deadlines whilst ensuring accuracy and efficiency, having Experience and ability to work**

**Fast and also accurately.**

**Work Experience: WORKING AS STORE KEEPER Assistant & TIME KEEPER DATA ENTRY OPERTOR**

**AL SERH AL KABEER CONSTRUCTION L.L.C APRIL 2024 STILL DATE**

**STORE KEEPER Assistant & TIME KEEPER DATA ENTRY OPERTOR (Construction).**

**PROJECT:**

* **HAVING EXPERIENCE ABOUT ERP (ENTERPRISE RESOURCE PLANNING ORCAL SOFTWARE JAVA & DATABASE SYSTEM**
* **MATRERIALS REQUEST**

* **STOCK RECIEPT VOCHER**
* **STOCK TRANSFER VOCHER**

* **MATRERIALS ISSUE VOCHER**

* **STOCK INVENVETORY AND PERSONAL PAYROLL**

**PERSONAL PROFIL:**

**Father’s Name : SAEED ULLAH**

**Nationality : Pakistani**

**Data of Birth : 15-04-1993**

**Marital Status : MARRIED**

**Passport No : KD5974321**

**Visa Expire : 18/ 12 /2025**

**Visa status : CONTRUCTION LABOUR**

**UAE ID No : 784-1993-7620625-8**

**Languages known : Arabic, English,** **Urdu, Pashto,**

**I hereby certify** that the above information are true and correct to the best of my Knowledge and Belief, nothing has been concealed.

**ZEESHAN SAEED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact No. +971 569793197**

**Original Testimonial will show during Interview.**