



**Organization** : **Telenor Pakistan**  
**Organization type** : Mobile operator company  
**Designation** : Area sales Manager  
**Tenure** : from August 2011 to November. 2014  
**Location** : Rawalpindi Pakistan  
**Area Experience** : Drive sales and distribution for the company products and manage his allocated territory and the customer.  
Responsible to deliver sales, distribution and display targets.  
Implement brands, promotion and other plans in the territory.

**Organization** : Munif Amer Nahdi & Partners Cont.Co.Ltd (Elect & Telecom Dept.)  
**Organization type** : Elect & Telecom Department associate with Saudi Electric Co. Makah  
**Designation** : Surveyor + Architectural  
**Tenure** : 8june2015 to 27-9-2016  
**Location** : Makah  
**Area Experience** : supervising of sight and survey + Architectural for Electrical distribution system including M.V/L.V underground cable & unit station.

### **Part time work**

**Organization** : SMA ALASAR Est.for trading (Elect & Telecom Dept.)  
**Organization type** : Elect & Telecom Department associate with Saudi Electric Co. Makah  
**Designation** : Computer operator/Data Entry Operator  
**Tenure** : 10-7-2015 to 20-9-2016  
**Location** : Makah Saudi Arbiya

### **Data Entry Operator**

- **Perform general data entry using SAP, Microsoft Excel and Word.**
- **Input data into a variety of computer programs with pace and correctness**
- **Perform a wide variety of secretarial tasks in support of the business**
- **Answer phones and create notifications in the system**
- **Contact with internal and external customers**

### **Computer Operator**

- Performed data entry-alpha and numeric data entry to add new records, verify, correct, edit, and change
- Utilized scanner, copier, telephone, fax machine, and printer to perform tasks.

**Organization** : OVERSEAS INTERNATIONAL.CO.L.L.C  
**Designation** : ASISTENT MANGER  
**Tenure** : 05-09-2017 TO STILL

Location : DAFAR SALALAH OMAN

**Academic Education:**

Sr.	Certification / Degree	Institution / University	Specialization
1	B.com	Punjab uni	Commerce
2	i.Com	Gujranwala Board	commerce 3
	SSC	Gujranwala Board	G. Science
4	Civil Surveyor	TTB	Surveyor
5	Auto Cad	Galaxy Institute	2.D &3.D

**Computer Skills and Other Abilities:**

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Quick Book Pro (Accounting Software)	Excellent	Currently Using
2	word Processing	Excellent	Currently Using
3	Spread Sheet	Excellent	Currently Using
4	Internet & E- Mailing	Excellent	Currently Using

**Reference:**

Will be furnished on request.