



Anus
Ahmed

IT Executive / Data Liaison



Professional Summary

Dynamic Data Liaison Officer with a proven track record at Pakistan Petroleum Limited, enhancing team collaboration and client satisfaction through expert communication and technical knowledge. Skilled in data analysis and relationship building, significantly contributed to joint initiatives and continuous improvement efforts, embodying professionalism and adaptability.



Work History

2019-11

Current

Data Liaison Officer

Pakistan Petroleum Limited, PIDC HOUSE Khi.

- Supported organizational goals by facilitating the exchange of information among team members and departments.
- Maintained an open line of communication with clients, ensuring satisfaction and addressing any concerns promptly.
- Developed strong working relationships with external partners, strengthening collaboration on joint initiatives.
- Contributed positively to company culture by actively participating in employee engagement initiatives.

2019-11-

Current

IT Executive

Pakistan Petroleum Limited, Karachi, Sindh

- Improved IT infrastructure by implementing



Contact

Address

Shah Faisal Colony No,2
House No 2/1022

Phone

0311-2385511

E-mail

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Personnel Information

C.N.I.C # 42201-38755957-3
Father's Name: Ayaz Ahmed (Late)
DOB: March'02-2005
Marital Status: Single



Skills

Verbal and written
communication

Technical knowledge



Professionalism



Idea Development and
Brainstorming



Problem-solving abilities



Multitasking Abilities



Teamwork and
Collaboration



Adaptability



Time management abilities



Adaptability and Flexibility



Reliability



Task Prioritization



Data Analysis



Team building



Continuous Improvement

strategic technology solutions and optimizing system performance.

- Aligned IT solutions and deliverables with company strategic vision.
- Worked closely with vendors and technology partners on integrations, infrastructure and enterprise solutions.
- Led a team of IT professionals to streamline processes, resulting in increased efficiency and productivity.

2017-01 -
2017-12

Data Entry Clerk

Pakistan Petroleum Limited, Karachi

- Completed data entry tasks with accuracy and efficiency.
- Organized, sorted, and checked input data against original documents.
- Sorted documents and maintained organized filing process.
- Verified accuracy of data entered into system to produce error-free reports.
- To the experience AC Technician in many private contractor company's

Self Motivation

Software

Word processing
software.Spreadsheet
software.Data entry.

Languages

Urdu: Native language

English

Intermediate (B1)



Education

2016-01

MATRICULATION

The Vision School Shah Faisal Colony,-

2018-01

INTERMEDIATE

2020-12

Commerce

(Superior Science Government Degree College
Shah Faisal Colony Karachi)
(BBA IN PROCESS)