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**Address:** Kot Nanik Singh P/O Changa Manga Tehsil Pattoki Distt. Kasur

**E-mail Address:** ishtiaqahmadchisti3690@gmail.com

**Mobile No**: 0307-2021424

**CAREER OBJECTIVE**

To take a long term career oriented employment to invest all my education qualification, professional experience and to undertake responsibility to widen the scope of learning practically to the optimum benefits of the organization and entire development of my career.

**PERSONAL INFORMATION**

* + Father’s Name Muhammad Mukhtar
  + Date of Birth 01-03-1995
  + CNIC 35101-7125305-3
  + Nationality Pakistani
  + Domicile Kasur (Punjab)
  + Religion Islam
  + Marital Status Single

**QUALIFICATION**

* Matric (Science) BISE LAHORE
* I C S BISE LAHORE
* B. A AIOU

**COMPUTER DIPLOMA**

* 14-Months Diploma of Computer Application and Office Professional (CAOP)
* 3-Months Diploma Office Management
* 1-Month Technical Training (SAP) Certificate from the University of Lahore

**SKILLS**

* SAP (ERP) Module Hana S4 Plant Maintenance Skills (MM)
* Oracle (ERP) Skills (Production & Quality Etc.)
* Command Over Office (Excel, Word, Power point)
* English and Urdu Typing (In page, Typing Master)
* Corel Draw (Design Boucher’s and Flex’s)
* E-Mailing Skills (G-Mail & Outlook)
* Track & Snap (Vehicle Tracking Skills)
* Transport Operation & Maintenance Planning Skills.
* Admin, Admin Assistant, Computer Operator, Data Entry and Management Skills.

**EXPERIENCE**

* 2½-Years The University of Lahore (Admin Assistant)
* 6-Months Sapphire Finishing Mills Ltd (Computer Operator)

**REFERIENCE**

* Reference will be furnished on your Demand.