



HAMID ALI

OFFICE COORDINATOR

COMPUTER OPERATOR

Personal information

- Father's Name :Zahid Ali
- Date of Birth :26-03-1999
- CNIC:17101-3732153-7
- Marital Status :Married
- Domicile :Charsadda(KPK)

✉ hamidalikpkchd@gmail.com

☎ +923128422014+923479438028

📍 Postoffice:SardheriDistrict&Tehsil,Charsadda
KPK

📍 Royal Hostel, Street 4, Canal Town,
Nasir Bagh Road, Peshawar.KPK

Academic Career

- S.S.C
BISE.PESHAWAR
Completed in 2014
- D.COM
BTE.PESHAWAR
Completed in 2016

Hard Skill

- Data Entry
- Data processing.
- Communication skills.
- Reporting skills.
- Productivity..
- Documentation skills.
- Equipment maintenance.
- Problem solving.

Professional Skill

- D.I.T
Completed in 2016

Languages

- Pashto
- Urdu
- English

Hobbies

- Playing Cricket
- Reading Islamic Book

Reference

- Organization: ZRK Group PVT.LTD
- Name: Hameed Sir
- Designation: Manger
- Contact Number: +92-3329811166

Objective

- Remarkable experience in data entry (alpha and numeric).
- Proficient in Microsoft Office products. (Word Excel Access and Outlook), 10-key and alphanumeric typing.
- In-depth knowledge of entering data fields into computers in Windows Possess typing Speed of 30-42 words per minute
- Remarkable skill in coding information into proper form for entry Excellent data entry skills
- Strong clerical and administrative skills Ability to process a high volume of data online accurately
- Profound ability to work independently

Certificate

- 6 Months Computer Course MS office from Global Computer Collage
- 6 Months Computer Course MS Office from Frontier Collage of information technology
- 3 Months Typing Certificate from Frontier Collage of information technology
- 7 Months Computer Course MS Office Online Free Education www.onlinediploma.com.pk
- 1 Year D.I.T Diploma in Computer from Frontier College of Information technology

Professional Experience

Farkhanda Institute of Nursing & PH|Office Coordinator|Computer Operator

15-08-2022 Present

Key responsibilities:

- Computer operator.
- Maintain Student Attendance.
- Student files handling.
- Student record keeping.
- Registrations PNC.
- Registrations NEB.
- Students Admission.
- Ghandhara University Admission

Imperial Institute of Information Technology| DIT Teacher

01-06-2015 To 01-11-2015

Key responsibilities:

- Microsoft office
- Hardware
- PC Software installation

Nestle Pakistan Limited | K.P.O

01-01-2015 To 01-01-2016

key responsibilities:

- Making Bill for delivering man for the shopkeeper.
- Submission of stock report every month.
- Updating Nestle Quality Register.
- Maintaining records automatically as well as manually.
- Reporting Directors, Managers, and Purchase officers.

ZRK Swiss Line PVT LTD | Data Entry Operator

28-01-2019 To 06-06-2022

key responsibilities:

- Reporting Directors, Managers, and Purchase officers of purchased wood species Wise At closing of the day
- Weight of Wood, MDF, and Raw Material vehicles thorough data entry devices.
- Comparison of loaded MDF vehicles with actual chipboard weights.
- Maintaining record automatically as well as manually.
- Updating Wood Quality Register.
- Submission of stock report on every of the month.
- Submission of Cutting Wood Contractor's report every of the month.
- Cash vehicle built.