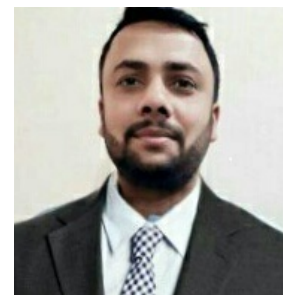


# CURRICULUM VITAE

## PERSONAL PROFILE

NAME NISAR AHMAD KHAN  
FATHER NAME MISL KHAN  
N.I.C NO 17301-1536899-7  
DATE OF BIRTH 01-12-1986  
DOMICILE PESHAWAR  
MARITAL STATUS SINGLE  
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CONTACT NUMBER 0312-9696800  
LANGUAGES ENGLISH, URDU, PUSHTO  
ADDRESS DISTRICT PESHAWAR BARA ROAD  
SARBAND MOHALA LANGHER KHEEL.



## ACCADEMIC PROFILE.

S.NO	QUALIFICATION	YEARS	INSTITUTES
1	S.S.C	2003	PESHAWAR BOARD
2	F.C.S (COMPUTER SCIENCE)	2006	PESHAWAR BOARD
3	B.A	2009	AIOU

1	COMPUTER KNOWLEDGE	YEARS	INSTITUTES
2	6 Months Certificate	2013	LTC
3	DIT	2016	BISP

## COMPUTER KNOWLEDGE

(1)MS OFFICE (2)CORAL DRAW 11 (3)IN PAGE (4)HARDWARE  
(5)SOFTWARE INSTALLATION (6)WIN 1998 INSTALLATION (7)WIN XP INSTALLATION  
(8)PRINT ARTIST (9)ORACLE (DATA ENTRY OPERATOR)

## PHARMACEUTICALS EXPERIENCE (6YEARS)

ONE YEAR EXPERIENCE IN HIZAT PHARMACEUTICALS INDUSTRIAL ESTATE HAYAT ABAD PESHAWAR AS A DATA ENTRY OPERATOR.

ONE YEAR EXPERIENCE IN JAFSON PHARMACEUTICALS INDUSTRIAL ESTATE HAYAT ABAD PESHAWAR AS A DATA ENTRY OPERATOR AND MANUAL LEDGER RECORD.

4 YEARS EXPERIENCE IN MEDICRAFT PHARMACEUTICAL INDUSTRIAL ESTATE HAYAT ABAD PESHAWAR AS DATA ENTRY OPERATOR.

## SALE SECTION EXPERIENCE

INVOICES. ORDERS .DEBIT NOTES, CREDIT NOTES. AND LEDGER RECORD MAINTAIN IN ORACLE SOFTWARE. (ETC)

## DATA ENTRY OPERATOR(RMS)

ALL OF THE RAW MATERIAL DOCUMENTATION (B.M.OS) LEDGER STATEMENT AND QUANTITY OF RAW MATERIAL WITH COMPUTERIZE RECORD MAINTAINING IN ORACLE SOFTWARE.

## DATA ENTRY OPERATOR(FGS)

DAILY PREPARE ALL THE REPORTS OF ALL FINISHED GOOD STORE FOR PRODUCTION. DAILY PRODUCTION RECEIVED .ISSUE GATE PASS. UPDATING ALL THE BALANCES. IN ORACLE SOFTWARE.

**DATA ENTRY OPERATOR (PMS)**

ALL OF THE PACKING MATERIAL DOCUMENTATION (B.P.O, S) LEDGER STATEMENT AND QUANTITY OF PACKING MATERIAL WITH COMPUTERIZE RECORD MAINTAINING IN ORACLE SOFTWARE.

**DISTRIBUTION EXPERIENCE**

2 YEARS EXPERIENCE IN PREMIER AGENCIES AS A IT IN CHARGE.

**PREMIER DEALING:**

- (1) GSK (2) PHARMEVO (3) NOVARTIS CH (4) NOVARTIS PHARMA
- (5) NOVARTIS BENEFIBER (6) UNIFEROZ (7) BD (8) SHIELD (9) WYETH
- (10) QARSHI JOHAR JOSHANDA (11) NUTURLIFE (12) GE-HEALTH
- (13) SCITECH

**SEARLE DISTRIBUTION (PVT LTD) EXPERIENCE**

8 YEARS EXPERIENCE IN IBL OPERATION (Pvt) as a DATA ENTRY OPERATOR,

**IBL OPERATION DEALING THE BELOW COMPANIES:**

- (1) Searle Pharmaceutical
- (2) Johnson & Johnson's
- (3) Mars
- (4) Kellogg's
- (5) Pringle
- (6) Searle Vitamin Water
- (7) Natural Mineral Water
- (8) HIENZ
- (9) Canderel
- (10) Mobil ink

**JOB DESCRIPTION**

- (1) Data Entry Operator (wpm 55) in Oracle Software.EBS
- (2) Invoicing (Daily Making 2500 to 3000 Per Day Through Mobile)
- (3) E-mail
- (4) Excel Working (Working in excel sheet for Total Branch On daily Basis)
- (5) Register Minting (Stock Receiving ,Dispatch and Tr Data)
- (6) All Ware House Computerize Summaries Making.
- (7) Challan Receiving From All Companies In System On Daily Base
- (8) Daily All Supplier Return Stock in System.
- (9) Expiry Making in Excel sheet Report To Branch Manger