 

Summary

Seeking challenging and responsible position where my education, ability, potentials can be fully and effectively utilized with opportunities of growth, enhancement of knowledge and to serve in building the nation.

Skill Highlights

|  |  |
| --- | --- |
| * Strong decision maker
* Complex problem solver
* Typing
* Strong Communication
 | * Innovative
* Service-focused
* Ms Office
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Experience

 **Computer Operator** - 09/2022 to Current

 **MDP/MDF,** ZRK Group

* Making Gate passes In SAP.
* Creating Sale Orders for customers.
* Report to Manager Dispatch & Logistics.
* Provides data by operating a computer.
* Determines sequence of operations by studying production schedule.
* Performs defined tasks per documented instructions/processes.

Prepares equipment for operations by accessing software in computer.

 **Stock Keeper -** 07/2013 to 09/2021

Capri Packages Pvt Ltd

* Proficiency in inventory management.
* Communication skills. A storekeeper job usually involves interacting with colleagues, clients, employers and even third-party vendors.
* Computer skills.
* Dexterity.
* Interpersonal skills.
* Organization

Education

**BCompSc** Bachelor’s Degree in Computer Science **2022**

**F.Sc**  Faculty of Science **2017**

### **Matric** Secondary School Certificate **2015**

Contact

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Languages

English – A1

Urdu – A1

Pashto – A1

Hobbies

* Writing
* Photography
* Design
* Cricket
* Foot Ball
* Reading

Noor Islam

