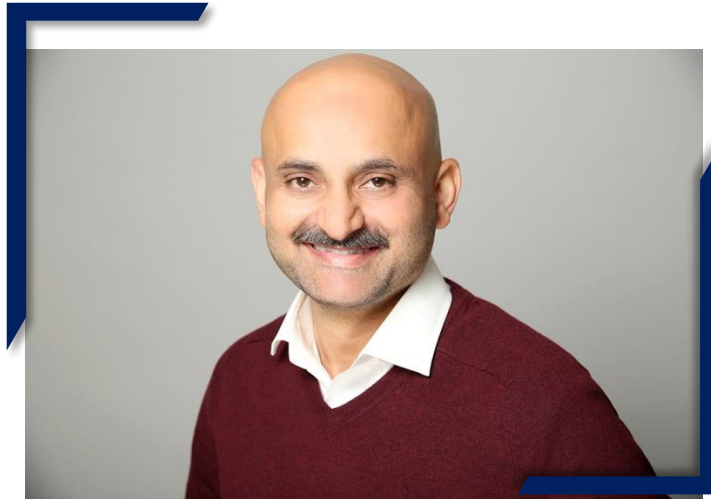


Ahmad Sheeraz Saeed

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Curriculum Vitae

Personal Data

Date of Birth: 24.07.1972
Nationality: Pakistani
Marital Status: Married

Career

- 12/2016 – 01/2017 **Internship at KFZ-Mechatroniker**
KFZ-Jesse, Mettmann
- Oil Change
 - Tire Change
- 11/2016 – 01/2017 **Labor Market Preparation With Job-Related Language Course**
TERTIA Berufsförderung GmbH & Co. KG, Mettmann
- Basic German Lessons
 - Internship as car technician
 - Preparation of application for job
- 07/2016 – 08 /2016 **Deutsch Basic Course**
IBZ, Bielefeld
- Basic German Lesson
- 05/2016 – 06/2016 **Voluntary Work**
Emergency Shelter For Refugees, Bielefeld
- Room preparation
 - Furniture assembly
 - Cycle repair
 - Wood working
- 10/1998 – 03/2016 **Assistant Accounts Officer in**
Pakistan Broadcasting Corporation
- I was appointed as Accounts Assistant in High Power Transmitters Complex, Rewat, Islamabad, on monthly contract basis.
 - In 2004 i was appointed as a regular Government Employee as Accounts Assistant in High Power Transmitters Complex, Rewat, Islamabad.
 - On 22.02.2013, after getting 13th position in the departmental examination, held all over Pakistan, I was appointed head of Finance Department of News & Current Affairs Channel, Islamabad.
 - During my stay at H.P.T Complex Rewat, Islamabad i developed salary software in FoxPro for Dos 2.6, which calculated monthly salary and other accounts statements and also financial budget for next financial year. I also developed software for the calculation of General Provident

Fund which employee needs at the time of retirement.

- During my stay at News & Current Affairs Channel, Islamabad, i developed software in FoxPro for Dos 2.6 to calculate payment of programs related people and other expenses and all the required statements. Later i converted that software to Visual Basic 6.
- I also developed software in Visual Basic 6 for the budget department of Pakistan Broadcasting Corporation, which deals with the budget related affairs of approximately 67 units in all over Pakistan.
- During this period I was heavily involved in Excel automation using Visual Basic Applications.

02/2013 – 01/2014

MT CNG Station Near Khana Pul, Islamabad, Pakistan.

- I developed software for them in Visual Basic 6 and also worked for them and I went there for 45 minutes daily at night.

04/1997 – 01/2014

Warriach Bricks (Pvt.) Ltd Near Khana Pul, Islamabad

- I developed software in FoxPro for Dos 2.6 for Warraich Bricks (Pvt.) Ltd, Islamabad, Pakistan. After developing the software, they asked me to also worked for them, so I went there for one hour daily at evening, In 2011, I converted the same software to Visual Basic 6.

04/1998 – 11/1998

Overseas Courier Services (Pvt) Ltd, Islamabad, Pakistan

- I was appointed as a computer operator in Islamabad branch and after approximately three months, when the head of Computer Department Islamabad Zone was transferred, I was appointed as a Head of Computer Department, Islamabad zone. Their software was developed in FoxPro for Dos 2.6 and I had to maintained it according to new changes and also responsible for monthly billing of clients (Approximately more than 300) and also worked closely with recovery department, sales department and operation department.

08/1995 – 11/1997

Owned business of building material supplier

- I had a six-wheel loading truck and a farming tractor. I supplied building material and used the tractor in kilns (bricks making factories). The tractor collect sand in kilns for bricks making.

Education

Ahmad Sheeraz Saeed

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02/1996 – 02/1997	One Year Diploma in Computer Applications Allama Iqbal Open University, Islamabad, Pakistan.
08/1991 – 07/1994	Bachelor Degree In Commerce Punjab University, Lahore, Pakistan
08/1989 – 07/1991	Intermediate In Commerce Government Commerce College, Rawalpindi, Pakistan
08/1979 – 07/1989	Secondary School 10 years of schooling, Pakistan

Other skills

IT Expertise:	MS Word, MS Excel (VBA Intermediate), HTML 5, CSS 3, Foxpro for Dos 2.6, Visual Basic 6, Reactjs (beginner's knowledge), good internet knowledge, Adobe Indesign CS6 (Intermediate), Kdenlive (Intermediate)
Languages:	Punjabi (Mother language) Urdu (National language) English (Good writing and speaking) Deutsch (Basic knowledge)
Hobbies:	Computer, Sport, Music, Photography

Mettmann, 24.07.2022