|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CURRICULUM VITAE** | | | | | | | | | | | | | | | |
|  | | |  | | | | |  | | |  | | | |  |
| **KAMRAN NAYYER** | | | | | | | | | | | | | | | |
|  |  | | | | | | |  | | |  | | | |  |
| **03-11-2009** |  | | | | | | |  | | |  | Postal Address: H # 2 – F / 206, | | | |
|  | | | | | | |  | | |  | Wah Cantt, Tehsil: Taxila, | | | |
|  | | | | | | |  | | |  | District: Rawalpindi, | | | |
|  | | | | | | |  | | |  | PAKISTAN. | | | |
|  | | | | | | |  | | |  | Cell #: +92-333-9401227 &  +92-332-5107198 | | | |
|  | | | | | | |  | | |  | E-Mail: [luckynayyer@gmail.com](mailto:nayyer.kamran@yahoo.com) | | | |
|  |  | | | | | | |  | | |  |  | | | |
| **OBJECTIVE** |  | | | | | | |  | | |  | | | |  |
|  |  | | | | | | |  | | |  | | | |  |
| Looking for a Dynamic Organization to serve as an employee to enhance my skills and to utilize my abilities for the betterment of Organization. | | | | | | | | | | | | | | | |
|  | | |  | | | | |  | | |  | | | |  |
| **EDUCATIONAL QUALIFICATION** | | | | | | | | |  | | | |  | | |
|  | | |  | | | | |  | | |  | | | |  |
| * **Bachelor Of Library & Information Science**   From Allama Iqbal Open University, Islamabad, PAKISTAN in 2006.   * **Intermediate (HSSC)**   From Federal Board of Intermediate and Secondary Education, Islamabad in 1997.   * **Matric (SSC) with Science**   From Federal Board of Intermediate and Secondary Education Islamabad in 1995. | | | | | | | | | | | | | | | |
|  | | |  | | | | |  | | |  | | | |  |
| **COMPUTER QUALIFICATION** | | | | | |  | |  | | |  | | | |  |
|  | | |  | | | | |  | | |  | | | |  |
| * Attend One year Diploma in Computer Sciences (D.C.S) courses from POF Welfare Computer Center WAH CANTT in 1999-2000. * Attend 03 months course in Computer Hardware & Networking from POF Welfare Computer Center WAH CANTT in April 2006 to July 2006. | | | | | | | | | | | | | | | |
|  | | |  | | | | |  | | |  | | | |  |
| **WORK EXPERIENCE** | | | |  | | | |  | | |  | | | |  |
|  | | |  | | | | |  | | |  | | | |  |
| * July 2003 to October 2009 in Labor Bureau Office.   Work experience as Computer Operator. Responsible to make maintain/update service record, pay rolls. Make solution of all type of problems of employees. Sound knowledge of Computer Hardware/Software, English/Urdu typing & Data Entry.   * November 2009 to till now in HRM Department.   Working experience as Computer Operator & Office Assistant. Responsible to updating & maintaining service records and data entry. | | | | | | | | | | | | | | | |
|  | |  | | | | |  | | |  | | | |  | |
| **COMPANY / DEPARTMENT** | | | | |  | |  | | |  | | | |  | |
|  | |  | | | | |  | | |  | | | |  | |
| * Working in Labor Bureau Office Pakistan Ordnance Factories WAH CANTT. * Working in HRM Department of Pakistan Ordnance Factories WAH CANTT. | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CURRENT POSITION** | | |  | | | |  |  | | |  | | |
|  | | |  | | | |  |  | | |  | | |
| * Working as Office Assistant (Computer Operator). | | | | | | | | | | | | | |
|  | | |  | | | |  |  | | |  | | |
| **LANGUAGES** | | |  | | | |  |  | | |  | | |
|  | | |  | | | |  |  | | |  | | |
| * Read, write and speak English, Urdu & Punjabi Fluently. | | | | | | | | | | | | | |
|  | | |  | | | |  |  | | |  | | |
| **RESPONSIBILITIES:** | | |  | | | |  |  | | |  | | |
|  | | |  | | | |  |  | | |  | | |
| * To sending and receiving Fax, E-mail, Letters and Appointments. * To maintain Outstanding and Ledger. * To Control all types of Data Files. * Coding of Office Files. * Data Entry on Personnel Module. * Browsing on Internet & E-mail. * English & Urdu Computer Typing. * Preparation of Pay Rolls. * Maintain & update service records of employees. * Booking of over time. * Responsible to solve all type problems of employees. | | | | | | | | | | | | | |
|  | |  | | | |  | | | |  | | |  |
| **COMPUTER SKILLS** | | |  | | |  | | | |  | | |  |
|  | |  | | | |  | | | |  | | |  |
| * MS Office (Word, Excel, Power Point, Out Look). * In page 2.4. * Internet / E-Mailing. * Installation Troubleshooting, maintenance of Windows OS and all kind of software. * Administrative File Systems, Devices & Network Services. * Any type of date entry. * Computer typing speed is 50 w.p.m. * I can use Printer, Scanner, Fax. | | | | | | | | | | | | | |
|  | |  | | | |  | | | |  | | |  |
| **PERSONAL INFORMATION** | | | |  | |  | | | |  | | |  |
|  | |  | | | |  | | | |  | | |  |
| * Name: - Kamran Nayyer * Father’s Name: - Francis * Gender: - Male * Date of Birth: - 09th April, 1978 * Nationality: - Pakistani * Religion: - Christian * Domicile: - Punjab (Rawalpindi) * N.I.C #: - 37406-3276146-5 * Passport #: - AA-9121462 * Marital Status: - Married * Height: - 5’ 7” * Weight: - 65 Kgs | | | | | | | | | | | | | |
|  |  | | | |  | | | |  | | |  | |