



# Hamid Mehmood

## About

I am a responsible and tech-savvy individual with strong experience in data management and record keeping. I am confident in handling computer-based tasks including MS Office, record updates, and system-based operations. I aim to contribute to any organization with my IT skills and dedication to accurate work.

## Work Experience

### Order booker

**Shamim & Co. (Pepsi)** | Liaquatpur

- Communicated with suppliers for stock availability
- Maintained accurate sales and delivery records
- Handled customer inquiries and complaints
- Built strong client relationships
- Ensured timely and complete order fulfillment

### Computer Operator

**Alpine school system**

- Managed digital records and filing systems
- Performed accurate data entry using MS Excel and software
- Updated and maintained customer or inventory databases
- Created daily and weekly reports
- Supported computer-related office tasks
- Assisted in basic troubleshooting

## Certificates

**Advance web development**

Web Development Course

NEVTEC (National Vocational & Technical Education Commission) — Completed in July 2025

Skills Learned:HTML5, CSS3, BootstrapJavaScript (Basics)Responsive Design

## Contact

- ☎ **03106322275**
- ✉ **ihamidchaudhary@gmail.com**
- 📍 **Commercial area bahawal pur**
- in **<https://www.linkedin.com/in/hamid-mehmood>**  
**utm\_source=share&utm\_campaign=share**

## Education

- July 2020  
**Metric**  
Punjab school system |
- May 2022  
**Intermediate**  
Aspire group of colleges |
- July 2026  
**BS IT (last year)**  
Islamia university of Bahawalpur |

## Skills

Record keeping	●	●	●	●	●
Communication skill	●	●	●	●	●
Time management	●	●	●	●	●
Basic technical support	●	●	●	●	●
Data entry & management	●	●	●	●	●
Ms word (exel , office)	●	●	●	●	●

## Languages

- Urdu** (Fluent/Proficient)
- Punjabi** (Fluent/Proficient)
- English** (Beginner)