



# **UMAR AHMED SHEIKH**

(Stenographer / Computer Operator)

Contact: +923118300169

+923444876391

Email: [Omarsheikh3000@gmail.com](mailto:Omarsheikh3000@gmail.com)

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## **Summary:**

I have experience in Computer related field & all over details which belongs to Computer field as well as I have a little bit experience in I.T field. Still my Education is going on. I want to get more Experience in your field.

## **Experience:**

Stenographer / Computer Operator --- Sindh Secretariat,  
Government of Sindh, Karachi

(March 2018 to till now)

### **Responsibilities:**

- Working / disposal of Stenographer (BPS-14)
- All required work
- Time Management
- Major Responsibilities
- Coordinator with Stenographer (BPS-14)
- Documents Writing / Typing.
- Certain Situation Controller
- Cooperation with Higher Authorities.
- Maintaining the record, also record availability at on time

Computer Programmer / Trainee in I.T Department --- Jamia  
Hammadia

(2017 – till now)

### **Responsibilities:**

- Programs concepts at .Net
- Typing skills in Urdu & English as well
- Understand the Hardware / Software

## **Education:**

### **Bachelors**

14<sup>th</sup> Standard, in process

### **Intermediate - Board of Inter Education Karachi**

12<sup>th</sup> Standard, Pre-Engineering-2019 (with “C” Grade)

### **Matriculation – Board of Secondary Education Karachi**

10<sup>th</sup> Standard, Science – 2017 (with “A” Grade)

## **Training**

- English Language from (LELC)
- Microsoft Office from (LELC)
- IT Information
- .Net (Visual Studio) from Sir Syed University
- Short Hand – BSIT (in process)

## **Skills / Expertise**

- Microsoft Word / Excel / Power Point (Certified)
- English & Grammar
- Windows installation
- English Speaker
- Computing programs
- Short Hand
- Typing Speed
- Situation Control

## **Hobbies:**

- Reading News Papers
- Reading Urdu Comics & Novels
- Travelling, Camping & Hiking
- Sport Racings

## **Personal Data**

FATHER`s NAME:

RESIDENCY:

MOBIL#

CNIC NUMBER#

DATE OF BIRTH:

NATIONALITY:

LANGUAGES:

MOTHER LANGUAGE:

CITY:

COUNTRY:

**ADEEL AHMED SIDDIQUI**

L-2/21 Sec.25 Shah Faisal Colony No.2

+923118300169

42501-2446825-7

November 21, 2002

PAKISTANI

ENGLISH, URDU & SINDHI

URDU

KARACHI

PAKISTAN

## **References:**

Could be furnished upon request

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**UMAR AHMED SHEIKH**