

Driver Driver Driver Pakistan To acquire and apply the knowledge, skills and experience in the field of Marketing and information Technology for the best possible results of the organization and personal advancement. Personal Detail ~~~~~ ~~~~~

Religion Islam ~~~~ ~~~~~ ~~~~~ Place of Issue
Dubai/UAE Date of Expiry 08/05/2011 Work Experience Driver Karisma Jewellery Shop - Dubai, AE
January 2006 to January 2007 UAE). My duties were there ? negotiating the terms of an
agreement and closing sales ? checking quantities of goods on display and in stock; ? negotiating
variations in price, delivery and specifications with managers; ? recording sales and order
information and sending copies to the sales office; ? Feeding future buying trends back to
employers. I did work as secretary cum document controller Nasser Bin Abdullatif Contracting Co
March 2005 to December 2005 in old company name (Nasser Bin Abdullatif Contracting Co.) new
company name (Kaveri General Contracting Co.) my duties were there ? Prime coordinator with
the HR Department to provide with timely and correct information on Attendance; coordinate for staff
on leave, training for various courses and other requested with HR Dept. ? Coordinate with Driver
and Hospitality attendants in document sending, receiving and distributing. ? Make soft copies of all
the existing hard copies of files to make the office paperless for sustainability. ? Maintain filing
systems as assigned. ? Provide secretarial support services as assigned Assistant Network
Administrator Btech Informatics January 2002 to December 2002 My duties were there. ? Network
Administration and Trouble Shooting ? Designing and Installation of New Networks ? User and
Computer Management With Active Directory Services ? Applying Security and Group Policies ?
Disk Management like assigning disk quotas to users Education Masters in Computer Sciences in
Computer Sciences Preston university Lahore campus 2002 Bachelors in Arts Punjab University
Lahore 2000 Certificate Govt. Degree College Hafiz Abad. 1998 Skills ASP (Less than 1 year),
documentation (Less than 1 year), HTML (Less than 1 year), Java (Less than 1 year), Microsoft
Office (Less than 1 year) Additional Information Other I T Expertise Operating Systems: Windows
98 / Windows NT / Microsoft Windows XP & 2000 Language: * VISUAL BASIC * ASP * HTML *
Java Sufficient experience of working in Microsoft Office for documentation, spreadsheets,

management and presentation tasks. Project 1) WEB SITE ON FIFA WORLD 2) WEB SITE FOR PAK MAISE LTD. (Under development) TOTAL COST OF OWNERSHIP FOR NETWORKING OF JINNAH HOSPITAL FAISAL TOWN LAHORE Strengths ? Standard of integrity & able to work under pressure. ? Can interact with people on all levels. ? Able to handle things independently.

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