

Personal Information



Address

House # 8 Street # 10, 36/B
Landhi 5 Karachi, Pakistan

Email

Tahahussain0082098@gmail.com

Date of Birth

28-January-1999

CNIC

42201-8885384-5

Phone

+92-307-0082098

Domicile/PRC

Karachi

Language

Urdu
English

Nationality

Pakistani

Religion

Islam

Social

Facebook: Taha Hussain
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Expertise



TAHA HUSSAIN

S/O: TAHIR HUSSAIN

Experience

2 Year Experience of Online **Freelancing**.

2 Year Experience of Online **Data Entry** on Google Spread Sheet.

6 Month Experience on **ebay.com** as a Virtual Assistant.

COMPUTER OPERATOR

Soorty Enterprises Private Limited (Denim)~ Jun-2020 to Till

Here is an Overview of my experience and key achievements working for this company.

Responsibilities

- ✓ Responsible for internal Audit Monthly Basis
- ✓ Maintain Data Inventory
- ✓ To Update Data on E.B.S
- ✓ Prepare Daily Stock
- ✓ Monthly Reconcile Audit Report
- ✓ Prepare Inspection Reports As Per Buyer Criteria
- ✓ Prepare Employee Attendance & Shift Rooster
- ✓ Article Wise Summary Reconcile On Daily Basis
- ✓ Prepare Daily Article Wise Summary Report
- ✓ Daily Department Wise Article Rejection Report
- ✓ Look after Barcode Sticker System

Qualifications

Intermediate (Commerce)

(HSC) Karachi Board – 2019

Matriculation (Computer Science)

(SSC) Karachi Board – 2016

Skills

- Creativity
- Average Typing
- Quick Learner
- Team Player
- Self-Motivate

Software

- MS-Excel
- MS-Word
- MS-Outlook
- Windows
- Photoshop

Interests

- Sports  Cricket, Snooker.
- Internet  Web Surfing.
- Hobbies  Outing, Reading Books.

References

Available on request.

