

SAQIB ALAM

OBJECTIVE

In search of an opportunity to gain new experience and improve my skills to learn and contribute to the growth of the company.

CONTACT

PHONE:

0304-8014462

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PERSONAL INFO

Father Name : Munna (Late)
Religious : Islam
CNIC : 42201-8915051-1
D.O.B : 01-March-1998
Place Of Birth : Karachi
Marital Status : Single
Domicile : Sindh

EDUCATION

IQRA GRAMMAR PRI & SEC SCHOOL

Matriculation A-Level
[Passing Year 2013]
[GRADE 'B']

GOVT. DEGREE BOYS COLLEGE (KORANGI 2-1/2)

INTERMEDIATE
[Passing Year 2015]
[GRADE 'C']

UNIVERSITY OF KARACHI

Bachelor Of Commerce
[Passing Year 2021]
[Second Division]

WORK EXPERIENCE

NABIQASIM PHARMA

[2016 - 2017]
As a Line Worker

UNITED IMPEX LEATHER GARMENTS LTD. [ADMINISTRATIVE]

2017 – Present

- Store records
- Payroll
- Weekly Wagees
- Prepare Salaries
- Maintain Vendors Bill
- Prepare Daily Reports

SKILLS

MS OFFICE

- Word
- Excel
- Emails