**Curriculum Vitae**



**Hammad Aleem**

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**OBJECTIVE**

* To work in an environment this promotes my professional growth and provides me the opportunities to utilize my abilities to the fullest.
* An excellent communicator and a good problem solver capable of working under pressure and stringent conditions. Strongly interested in pursuing career Admin & HR sector.

**PERSONAL INFORMATION**

* Father’s name : Aleem Uddin Shaikh (Late)
* D.O.B : 16-May-1996
* Place of birth : Hyderabad
* CNIC : 41304-5987442-3
* Religion : Islam
* Nationality : Pakistani

**ACADEMIC QUALIFICATION:**

* **MBA** from University of Sindh Jamshoro Continue
* **B.COM** from University of Sindh Jamshoro (2019)
* **Intermediate**  from B.I.S.E Hyderabad. (2014)
* **Matriculation** from B.I.S.E Hyderabad(2012)

**EXPERIENCE**

* **TIME OFFICER**

Since August 2018 to Present **COLGATE-PALMOLIVE (PAKISTAN) LTD. Kotri Jamshoro**

* **ASSISTANT TIME KEEPER**
* Since Jan-2017 to Aug-2018at **POWER CEMENT LTD. NOORIABAD**
* **CASHIER**
* 6 Months at **KAKI LIMA RESTURANT (MALAYSIA).**
* **ADMIN OFFICER**
* 6 Month at **NAZMED SMS SDN. BHD. (MALAYSIA).**
* **RETAIL SALES OFFICER**Since Aug-2014 to Sep-2015 at **TCS COURIER SERVICES PVT. LTD**.

**CERTIFICATION**

* **02 Years- Diploma** in **Information Technology (D.I.T)** from **Govt. College of Technology Hyderabad – STEVTA.**
* **06 Months**- **Certificate** in **Information Technology (C.I.T)** from **ITC** Hyderabad.

**LANGUAGES**

* Fluent in English, Urdu