*Curriculum vitae* **Jawad Ahmed**

**Address:** F: 4, Jail Road, Near GBS School, PIB Colony

**Contact:** 0323 – 2844275

**E-Mail**: jawadmpa@gmail.com

**Objective:**

To obtain a challenging position in a reputed organization where I can utilize and

enhance my knowledge and skills regarding my education with ample opportunities for learning and advancement.

**Qualification:**

Matriculation “**SAINT PATRICK’S** School**” (1993 to 1994)**

Intermediate“**SAINT PATRICK’S** Collage**” (1995 to 1996)**

B.com **“Karachi University” (1997 to 1999)**

M.P.A **“Karachi University” (2000 to 2002)**

**Technical Education:**

**Collage of Digital Sciences**

**C.P, System Analysis & Design**

**Computerized Accounting**

**Hardware & Software:**

**Windows installation**

**All types of Software Installation**

**Local Networking**

**Skills:**

**Accounts (Dac-easy, balance sheet)**

**Proficient in using standard software packages, Such as MS Office**

**Efficient use of Browsers, Web, E-mail access**

**Interest:**

**Internet Surfing, Reading and get the Islamic Knowledge,**

**Collected Quotes & Playing & Watching Cricket.**

**Professional Experience:**

**Seven Year with CCL Pharmaceutical (PVT) Ltd**

**Working Type:**

* Assistant Accountant & Human Resource,
* Responsibilities were managing data of distributor’s, updating sales,

consolidating of accounts & Ledgers etc.

HR planning, stuffing, hiring

**Data Processing officer in “I.T with Muller and Phipps (2005 still working)**

**Working Type: Sales and Distribution (S. &.D & SALEZMAN)**

* Given the support to **M&P** to all **the systems Printers &HHT’s**
* **Checking of** other IT equipment's including LAN working properly
* Strong Liaison with Head Office, Principal Official and IT department in complexqueries,

Hiring, Payroll, HR planning

* In order to solve the IT related problems,
* Executing “Day end process” process, taking backup of the data on daily basis etc and

instructed this activity to do the same on other locations,

* Prepared different statistically and KPI’s reports on weekly, monthly and quarterly basis,
* Providing the support of all type computer hardware issue.
* Keep closing liaison with accounts and administration departments.

**Personal Profile**

Father name : Zahid Qureshi

Date of Birth (D.O.B) : 29th of November 1982

Religious : Islam

CNIC # : 42201 – 8815403 – 5

Martial Status : Married

Nationality : Pakistan

Domicile : Karachi (Sindh)