**PROFILE SAJJAD HAIDER**

Email: [sshawan@gmail.com](mailto:sshawan@gmail.com) Mobile: +92 316 7592998

OBJECTIVE

I aim to work for a prestigious organization where I can apply all of my energies and potential to testify my knowledge practically. I am enthusiastic to work for distinction and recognition.

PRESENT EXPERIENCE Nov- 2019 - to Till Date

As Admin and Accounts in Kamlima Schooling Systems Sheikhupura, Punjab, Pakistan.

August 2016 - to Aug-2019

Run my a Computer Shop with the tag **IBM Computers** in my town, started in 2016. Following are the services I provide;

Photo Copy, Photo Studio, Computer Troubleshooting, CCTV Installation & Troubleshooting and additionally provide services as Hardware trouble shooter to the town. Please refer its Facebook Link i.e. <https://www.facebook.com/IBM-Computers-543300272819413/notifications/>

SMILE International Learning School November 2017 - August 2018

Additionally provided services as an Administrator & IT Supporter for the aforementioned project to support my spouse as she had to open this school in the town ; performed my duties for designing building interiors, purchase of curriculum, furniture and all relevant accessories and coordination with the vendors thereon. Also provided services to the management to its extended project Shuoor Model College in Administration, Accounts and IT Service Provider.

Facebook Link:

<https://www.facebook.com/Smile-international-learning-school-Sils-1728652450582672/>

Experience of Work in Sultanate of Oman July 2012 - July 2016

On a Labour Visa I switched to Oman and worked for various concerns;

- Worked with **Quick Vision Company** for Security & IT equipment as CCTV troubleshooter from 2015-16

- worked with **Al Salam Institute of Information Technology** as Hardware Instructor & Administrator.

- worked for L&T India in Salalah Airport as Document Controller in 2012-14

Faysal Bank Limited, PAKISTAN June 2007 - March 2012

- 2 Years working experience in **Branch Banking** with different job descriptions and performed as a Back up of almost all seats of operation department.

**Practical Knowledge with the Bank;**

- **Customer Services** in Operation department where I was responsible to deal with customer’s issues and to guide them accordingly;

- Processing & Delivering of Cheque Books;

- Document Controller;

- Processing & Delivering of ATM Cards and Visa Debit Cards and to keep them as record.

- Clearing of Cheques.       I was backup of Clearing Officer to process all outward and inward clearing, enter all inward cheque and respond all queries of inward and outward clearing with coordination of State Bank of Pakistan and NIFT. Our Main branch was a hub of clearing so remained responsible of all clearing process of all 6 subordinate branches of Faysal Bank Ltd., Faisalabad, Pakistan.

- Inward & Outward Collection of Cheques: - I have experience of work as backup of Collection Officer. Responsibility was to collect all other Bank’s cheques from customers.

- Pay Orders & Demand Drafts:      I maintained all records of processing and supporting documents for pay orders and demand drafts. I file them and keep them for audit purpose.

- Processing & Delivering Mail:      I was responsible for delivering all corresponding mail and also dispatch the correspondence to their relevant addresses and maintain all records for audit.

Operating Telephone Exchanges & CCTV Camera:      I was responsible for operating all Telephone Exchange. I received the customer’s calls and response them as representative of bank and deliver their calls to relevant Customer Services Officer.

**4 & half Year’s Work as Assistant of Area Office (HR & GSD)**

Practical Knowledge with HR & GSD -      I was elevated as Assistant of Area Office where I was responsible to maintain all staff’s data, their relevant letters, Loan files, and all the confidential data of HR. As an Assistant Area Office I coordinate with all branches and collect the daily performance reports of 13 branches of our hub office. I was also responsible to visit all area branches to review the suspicious activities and to report to higher ups as I was directly reporting to Area Manager.

**With GSD** -     In area Office I was also responsible for General Services of bank like arranging all Get together and Employee Extravaganzas, and was also responsible to arrange all meetings & Trainings of bank officers at different   locations. I have been arranging all hotels and clubs reservations for officers staying while their visit to our area. Above all I **worked for distinction** while I was deputed as Coordinator to arrange a T-20 National cricket match in Faisalabad organized by Faysal Bank Limited in June, 2010.

ACADEMIC PROFILE

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. # | Degree | Institution/Board | Year |
| 1. | Intermediate | Faisalabad Board of Intermediate and Secondary Education | 2009 |
| 2. | Computer Diploma | Quaid i Azam Computer College Faisalabad. | 2006 |
| 3. | Metric | Faisalabad Board of Intermediate and Secondary Education | 2004 |

COMPUTER STRENGTHS

I have 1 year Diploma in Computer Hardware & Software from Quaid-i-Azam Computer College. My proficiency with Information Technology is - Ms Office, Ms DOS., Software & Hardware installation, Internet browsing & Bidding, Operate and can install all Ms. Windows XP, Vista, Window 7, Can resolve all hardware & software issues to advanced level including installing, configurations, trouble shooting etc.

PERSONAL STRENGTHS

Technically sound

Good Communicator & Motivator

Target Oriented

Good Administrative skills

Leadership Spirit

Good Planner

Adventurer

Ability for handling Stress & Pressures

**REFERENCES - will be furnished on demand**