



ZAHID HUSSAIN

Senior Computer Operator



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H.No.19/9 B Area Qayumabad., Karachi City

About Me

As a Computer Operator
where my proficiency in the application of computer operations will be fully consumed to help the organization reach its objectives with excellence.

As a Documents Controller
where my responsibility to maintain the accurate records of organization documents.

Personal Details

Date of Birth
06-05-1985

Nationality
Pakistani

Marital Status
Married

Education

Bachelor of Commerce
2004 Shah Abdul Latif
University, Khairpur Sindh
Master of Arts: Economics
2008 Shah Abdul Latif
University, Khairpur Sindh

Certification

Information Technology
(Diploma)
Typing Expert (English &
Urdu)

Experience

Computer Operator – Documents Controller,
2018 to 2022 (MRF Petroleum Pvt Ltd Karachi)

Skills as a Computer Operator

- Expert in the installation of various software and other operating programs.
- Well use of Ms Office Tools: Excel, Word & Power point. Urdu Inpage.
- Skilled in internet application.

Responsibilities:

- Assigned in the monitoring of inputs to ensure that all details are accurate and in place.
- Computer Programmer, 2007-todate.
- Determined causes of computer errors and propose diagnosis.
- Performed preventative measures and maintenance of all electronic devices related to computers such as keyboards, monitors, dusk drives, etc.

Skills as a Documents Controller

- Administration skills
- Customer service skills
- Able to work well with others
- Able to use your initiative

Responsibilities:

- Ensuring all documentation meets formal requirements and required standards.
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and company.
- Producing document progress reports for senior managers.
- Conducting regular reviews and document audits.
- Helping in the planning stages of a specific project. Ensure documents are shared at key times to facilitate timely project completion.
- Working in an office.

Skills Summary

Computer Operator



Urdu



Documents Controller



English

