



NAJMUL GHANI

Data Entry Operator,
Cashier, Storekeeper



+971 551646522



ghaninajmul323@gmail.com



Sharjah, UAE

PERSONAL DETAIL

- Date of Birth: 01-04-1998
- Nationality: Pakistani
- Gender : Male
- Religion: Muslim
- Marital Status: Single

PASSPORT DETAIL

- Passport No: FC4155831
- Date of Issue: 29-07-2021
- Date of Expiry: 28-07-2026
- Place of Issue: Pakistan
- Visa Status: Employment (Transferable)

EXPERTISE

- MS Office;
 - Word, Excel, PowerPoint
- Typing Speed 30 to 35 WPM
- QuickBooks, POS, & other Company Software's
- Printing, Composing....

OBJECTIVES

I am seeking a suitable position in your esteemed organization, aspiring towards self- improvement and having a natural flair for learning new things. I have the right blend of confidence, character and am zealous of taking up new tasks. I promise that, I will be hard with integrity and determination to contribute to the growth of the Company.

EDUCATION

Diploma in General Nursing (4 Years)

Sindh Nursing Examination Board Karachi, Pakistan

Diploma in Information Technology (1 Year)

Excellence Institute of Information Technology Karachi.

Intermediate

Board of Intermediate & Secondary Education Swat, Pakistan.

Matric

Board of Intermediate & Secondary Education Swat, Pakistan.

EXPERIENCE (6 YEARS)

- Working as **Stall & Market Salesperson & Cashier at Al Dejlh Pets Birds & Animals Accessories Tr. Sharjah** since **April 2023** till now.
- 1 Year Work as a Nursing Staff at Karachi Hospitals.
- 2 Years work at Makhozee Public School as Assistant Accountant & Data Entry Operator.
- 2 Years Work at Karachi Hospitals as Data Entry Operator.
- 1 Year work at Kuzpaw Graphics as Typist, Data Entry Operator.

LANGUAGES

English Urdu Hindi Pashto