



SHAKEEL AHMAD S/O HAZOOR BAKHSH

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Objective

Seeking for an innovative and progressive occupation in a professional setup that could groom my technical & managerial skills with diversifying projects and tasks

Educational Background

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| • Diploma of Computer Hardware & Network Professional, PBTEL Lahore | 2017 |
| • B.S. in Statistics, Ghazi University, D.G. Khan (4 years) | 2013-2017 |
| • FSc in Pre-Engineering ,D.G. Khan | 2010-2013 |
| • Matriculation in Science ,D.G.Khan | 2008-2010 |

Experience

- **2017**
Worked as intern at Muslim Commercial Bank, Rajanpur, Punjab, Pakistan
- **2018-2020**
Worked as Assistant Accounts at AgriTrack (Pvt.) Ltd Multan, Punjab, Pakistan and was responsible to perform the following tasks:
 - i. Maintain accurate financial records, general ledger, and expense tracking
 - ii. Prepare monthly, quarterly, and annual financial statements.
 - iii. Monitor accounts payable, account receivable, and reconciliation.
- **2020-2022**
Worked as computer operator in Haven Chemical (Pvt) Ltd Multan, Punjab Pakistan.
I was responsible to manage computer systems to ensure that systems are running smoothly and securely by maintaining productivity and minimizing disruptions for the employers and employees and to solve problems with software and hardware as they occur and identify ways to improve business computer systems for greater performance and productivity.

Skill Highlights

- Warehouse Assistance
- Leadership
- Stock management
- Inventory management
- Team work
- Fleet management
- Time management

IT Skills

- MS-Word
- Excel
- Power Point

Languages:

- Urdu
- English
- Hindi

Hobbies

- Travelling, Cooking, Sports, Reading Books and watching historical Movies.