

# Waqar Jamil

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**Address:** Chatta Bazar Jamber Kallan, P.O# Jamber Khurd,  
Tehsil Pattoki, District Kasur.



## OBJECTIVE

Looking for a position in an environment having challenging work, responsibilities, achievements and career growth in the field.

## EDUCATION

B.A	UOS Sargodha	2013-2015	45%
F.Sc	Muslim College Multan	2008-2010	69%
Matric	Govt. High school Pattoki	2006-2008	54%

## PROFESSIONAL EXPERIENCE

➤ **Big Bird Foods (Pvt.) Ltd. Jan, 2021 to Oct, 2021**

➤ **Designation:** Admin Assistant

### Tasks:

- Making all workers employee cards
- Attendance verification and correction
- Daily Swap Attendance
- Addition & Deletion of Employee data in payroll System
- Preparing of all contractor bills
- Managing all kind of scrap items
- Preparing & Uploading employee's Social Security
- Maintaining all data in soft & hard form.
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organisation
- Ordering and taking stock of office supplies

➤ **Popular Pipes Group Of Companies October, 2018 to Feb, 2020**

➤ **Designation:** Senior Data Entry Operator

**Tasks:**

- Worked in ERP for Production Purpose on daily basis.
- Maintained all Production Records on daily basis.
- Maintained systematically records with physical Production & Raw Materials.
- Created all formats in Excel for Production and other departments.
- Submitted weekly and monthly reports to Production Manager & Head Office.

➤ **Lotte Kolson Sep, 2017 to Sep, 2018**

➤ **Designation:** QC Inspector

**Tasks:**

- Monitored operations to ensure that they meet production standards
- Inspected, tested & measured materials or products being produced
- Measured products with rulers, calipers, gauges, or micrometers
- Accepted or rejected finished items.
- Removed all products & materials that fail to meet specifications
- Reported inspection and test data.

➤ **Effective Business Solution April, 2015 to March, 2016**

➤ **Designation:** Quality Assurance Person (QAP)

**Tasks:**

- Worked with **Genesis International** as a QAP for advertising of **Unsilvers Products**.
- Worked with **BRC** as a QAP for advertising of **Unsilvers Products**.
- Worked with **Assar Pakistan (NGO)** as a QAP for advertising of Health Program from Lifebuoy of Unsilvers Pakistan
- Mystery Shops.
- Outers.
- Quality Assurance of **Dalda** in Faisalabad Region.
- Bill Board Activities.
- Glaxo-D Ramadan Activities.

## OTHER SKILLS

- Quick learner
- Good communication Skills
- Good Leadership Skills
- Able to adjust in any type of working environments quickly
- Able to maintain friendly environment with colleagues
- Always there for the challenging tasks in the organization
- Able to work efficiently under tight deadlines

## COMPUTER PROFICIENCY

- Microsoft Office (Word, PowerPoint and Excel)
- Microsoft Access
- Adobe Photoshop

## OTHER INTERESTS

- Snooker
- Travelling
- Chess

## LANGUAGES

- English (Speaking, Writing and Reading)
- Urdu (Speaking, Writing and Reading)
- Punjabi (Speaking)