

# Amanullah Jahangeer

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*OBJECTIVE*

Seeking a position in life to utilize my skills and abilities and achieve professional growth while being resourceful, innovative and flexible. To add valuable assets to your esteemed organization as an active member.

*WORK EXPERIENCE*

1. **Working as Computer Operator Cum Account Assistant in Fauzya Cafe & Restaurant from November 2019 to December 2021 in Ajman U.A.E.**

Key Duties

* *Maintain accurate and complete documentations for company policies and procedures.*
* *Prepare data spreadsheets, charts, graphs, and other documents as required.*
* *Manage Cash counter.*
* *Monthly Sale Report.*
* *Staff Salaries and Documents Management as per Labour Law.*
* *Purchase Supply for Restaurant.*
* *Processing Staff Visas and Training as per Government Law.*

1. **Work as Internal Audit Intern for Thumbay Group from November 2018 to May 2019 In Ajman U.A.E.**

Key Duties

* *Perform Audit as per Annual Audit Plan.*
* *Conduct Test on Data authenticity.*
* *Analysis of Data.*
* *Make Reports according to Time frame Provided (weekly ,15 Days, Monthly).*
* *Record Keeping.*

1. **Working as Computer Operator cum system support in Al Zaitoon Travel & Tourism & Cargo llc from March 2016 to October 2018 in Ajman U.A.E.**

Key Duties

* *Responsible for the installation, operation, and maintenance of computer systems and other technologies, such as communication systems.*
* *Configuring hardware and software, setting up peripherals such as printers or routers, repairing equipment, and providing daily support for computer network users.*
* *work at a help desk, answering calls and e-mails regarding the computer network or communication systems.*
* *Responsible tracking inventory, evaluating new technologies.*
* *Updating records in company provided Software.*
* *Customer Services if required.*

1. **Working as Internee as Data Entry Operator for District Government Dera Ghazi Khan for Khidmat Card Project from June 2015 to Feb 2016 Dera Ghazi Khan Pakistan.**

Key Duties

* *Data Entry and Management of Records.*
* *Maintain appropriate Documents to support Reports.*
* *Perform Day to Day duties provided by The Department.*

1. **Working as Admin Assistant in Vislery Mountain Water a Project of D.A.T.A (Development Analysis Training Advocacy) from (Feb 2015 to May 2015) Islamabad Pakistan.**

Key Duties

* *Computer Operator.*
* *Ordering Stationery on regular bases.*
* *Stock Management.*
* *Monitoring Working Staff.*
* *Data Entry and Management of Records.*
* *Assist in Different Tasks. (Depends on the Nature of Task).*

1. **Working As Admin Manager in a Non Profitable Organization Named D.G.Khan Stockiest Sub Franchise of Tianshi International from (Feb 2013 till Dec 2014) Dera Ghazi Khan Pakistan.**

Key Duties

### *Data Entry and surety of Accuracy of Data.*

* *Runs and Distributes reports.*
* *Creates back up files for all data.*
* *Manage Trainings schedule.*
* *Trainings Reports.*
* *Look After Accounts.*
* *Manage Stockroom.*
* *Products Order Management.*

*EDUCATION*

**Bachelor of Science Computer Science Major in Networks (2009 - 2013)**

Federal Urdu University of Arts Science & Technology, Islamabad

**Diploma of Associate Engineer Major in Electrical (2005 - 2008)**

Ali Institute of Modern Science & Technology

**Metric (2005)**

Government High School No1

*OTHER SKILLS & QUALITIES*

* *Good Interpersonal and Communication Skills.*
* *Team player and a hard worker.*
* *Ability to multi-task and adapt quickly when determined by client need.*
* *Quick learner eager to explore new technology, processes, and procedures.*

*SPOKEN LANGUAGES & COMPUTER SKILLS*

* *English Fluent*
* *Urdu Fluent*
* *Good command on Microsoft office , windows & Apple OS.*
* *Good Command on Installation of new & old Software’s.*
* *Interpretation of financial statements and financial information.*

*PERSONAL*

Marital Status: Married

Gender: Male

Religion: Islam

Nationality: Pakistani

Domicile D.G.Khan

*REFERENCE*

References will be furnished upon request.