



# Hafiz Ullah

I seek a challenging career that utilizes my skills and abilities and gives a feedback to work In professional environment, I will offer my services to the best of my knowledge and experience..

## PROFESSIONAL EXPERIENCE

**District Coordinator RONDON Enterprises Pvt Ltd ( Bank Alfalah Representative Bannu)**

2021 – Present

### Benazir Income Support Program

- District Coordinator is integral member of the project team responsible for effective delivery in due time at district level. The District Coordinator is responsible for technical tasks like distribution, collection of data and report generation.

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FR Bannu (Sub Wazir Domail)

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Married

## EDUCATION

**Master Of Arts University Science &Technology Bannu**

**DIT(BTE Peshawar)**

**Account Officer /HR**

2019 – 2020

### Security Organizing System (Pvt) Ltd.

An Account Officer is responsible for the day to day financial transactions of the company duties including invoices daily bookkeeping records billing and tracking business expenses incumbent will work with clients to assist with financial transactions resolving refund or billing inaccuracies.

## KEY SKILLS

- Window Installation.
- Spreadsheets.
- Presentations.
- Microsoft Office
- Software Intallation
- Email communication.
- Social media management.
- Data analytics.

**Database Assistant**

**PREPARED (Pakistan Rural Initiatives for Emergency Preparedness, Response & Development NGO)**

2016 – 2017

Essential responsibilities of a Database Assistant are collecting information from various sources, scanning documents, identifying errors, making corrections, generating reports, and completing other tasks as assigned by managers.

**Data Entry Operator**

2015 – 2016

### Help In Need ( HIN NGO)

A Data Entry Operator is responsible for transferring data from paper formats into computer files or database systems. Their transfer of data happens manually or using scanners. They type in customers' information and create spreadsheets, verifying them against source documents at different stages during the process.

## Language

- Pashtoo
- Urdu
- English

**Data Management Officer**

**IDEA (initiative for Development and Empowerment Axis NGO)**

2013 – 2015

A data manager is responsible for developing, overseeing, organizing, storing, and analyzing data and data systems. A data manager ensures that all of this is always done with the security and confidentiality, and in a timely manner.