

MUHAMMAD NOMAN QAMAR

Logistic Manager Assistant In DHQ Howpital Wana SWTD



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mmuhammadnoman668@gmail.com



Fateh Chadhrar Tehh & Disst Tank^(KPK)

Current Residence: District Head Quarter Hospital Wana
South Waziristan



OBJECTIVE

I am a versatile professional with three years of experience in Graphic Design, including a role as a Supervisor, in a private organization affiliated with DHQ Hospital Wana, South Waziristan. Additionally, I have collaborated closely with Logistics Managers as an Assistant, ensuring the efficient flow of essential medical resources. My proficiency in data entry within Electronic Medical Record (EMR) systems adds another layer of expertise. I am eager to leverage this multifaceted background to contribute effectively to your health organization's mission.

PROFILE

Date Of Birth	:	09 Apr 2000	:	Age	:	23 Yrs, Old
Nationality	:	Pakistani	:	Religion	:	Islam (Sunni)
Marital Status	:	Singal	:	Height	:	5' ft 6 inc

EXPERIENCE

DATA ENTRY OPERATOR & ATM CARDS STOREKEEPER

Location: Nadra Office Sub Division Darazinda Dik

Experience in National Bank of Pakistan (FATATDP ERP Project) as Data Entry Operator from 1st November, 2021 to 30 October 2022 Dikhan

DATA ENTRY OPERATOR & Logistic Manager Assistant

Location: Wana South Waziristan

Experience in MERF (Medical Emergency Resilience Foundation) as "Logistic Manager Assistant" from 1st November 2022 to Till Date at District Head Quarter Hospital Wana South Waziristan.

EDUCATION

FSC.(DAE CIVIL)

2017-2019

Matric (C.SCIENCE)

2015-2016

D.I.T (Diploma Information tech)

2021

- Board of intermediate and secondary education Dera Ismail Khan
- Board of Technical Education Peshawar
- Board of Technical Education Peshawar

SUMMARY OF QUALIFICATIONS

- Remarkable experience in data entry (alpha and numeric)
- Proficient in Microsoft Office products (Word, Excel and Outlook), 10-key and alphanumeric typing
- In-depth knowledge of entering data fields into computers in Windows
- Possess typing Speed 15-20 words per minute
- Remarkable skill in coding information into proper form for entry
- Excellent data entry skills
- Strong clerical and administrative skills Ability to process high volume of data on-line accurately
- Profound ability to work independently
- Knowledge on computer hardware and software like installation and trouble shooting

Skills

• MS WORD		• ADOBPHOTOSHOP	
• MS EXCEL		• ADOBE ILLUSTRATOR	
• MS POWER POINT		• CORAL DRAW	
• MS OUTLOOK		• URDU DESIGNER	
• COMPOSING: ENG/URDU/SKRKI/PASHTO		• MORE LEARNING FROM INTERNET	

Social Skills

- Motivated and goal driven with a strong work ethics.
- Effective time management skills.
- An active listener, willing to learn, ability to acquire new knowledge skills.
- Ability to work and cope under pressure condition.
- A team player and ability to work comfortably with people from diverse background and experiences.
- Responsibility acceptance, strong customer focus skills, proactive & great initiation attitude.

LANGAGUES

• URDU		• ENGLISH	
• SRIKEY		• PASTHO	

REFERENCE

DR.HAMMAD MAHMOOD SHAIB

HEALTH MANAGER

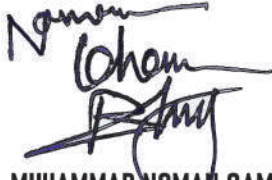
DISTRICT HEAD QUARTER HOSPITAL WANA SOUTH WAZIRISTAN

MUHAMMAD HAMZAH TIPU

PROPRIETOR & CEO

TIPU PRINTER TANK KPK

I declare that the above statements about my profile and experience are true to my knowledge.


MUHAMMAD NOMAN QAMAR
Applicant