



Curriculum Vitae



OMAIR ALI

■ ■ OBJECTIVE:

I am a Computer professional looking for suitable position where I can implement my skills, knowledge and professional experience for the betterment for myself as well as for achieving organization goals.

■ ■ PERSONAL INFORMATION:

- Father Name : Muhammad Ali Qamar
- Nationality : Pakistani
- Date of Birth : 09-06-1993
- NIC No : 17301-6627787-9
- Religion : Islam
- Gender : Male
- Marital Status : Married
- Contact : +92 312 9899849
- Address : Gulburg No1 Al-Noor Street Iqbal Abad Peshawar.
- Email : aliumair1993@gmail.com

■ ■ EDUCATIONAL INFORMATION:

Degree/ Certificate	Passing Year	Board/University	Marks Obtained/Total marks
Matric (Science)	2011	BISE Peshawar	630 / 1050
F.sc (Computer Science)	2012	BISE Peshawar	599 / 1100
B.sc (Computer Science)	2014	Universty of Peshawar	342 / 550
M.sc (Computer Science)	2016	Islamia College & Universty Peshawar	3.65 / 4.00 GPA

■ ■ EXPERIENCE :

- 1.5 year of experience in **AFTAB TEA PVT LTD** as a Computer Operator.

Responsibilities

- Data Entry, Office Management, maintain all Office records, records of all incoming orders and maintain sale records the work is not only limited to computer operator also worked there as an accountant like Inventory Records, distribution of Salary, Billing, all the record provide to the manager of the company.

- 1.5 year of experience in **KUWAIT TEACHING HOSPITAL** as an Assistant Student Affairs (Computer Operator).

Responsibilities

- Maintaining of all students records like Data Entry, filling, Attendance, incoming and outgoing calls and Emails, Monthly students attendance reports, Making duty Rota's , arrangement for examinations Halls and Class rooms assist





Professors and Lecturers during classes and examination.
Maintain all clerical work of Education Cell corresponding to Peshawar Medical College.

- 1 and half year Experience as Computer Operators in Institute of kidney Diseases (HMC) Hayatabad Peshawar,

Responsibilities

- Lab Reports Data Entry
- Perform official work with HOD Pathology
 - File management, incoming calls and emails, manage duty roasters and verified by the HOD, Coordinate and schedule appointments and meeting, Creating, maintaining, and entering information into databases
- Currently Working as Data Entry Operator in Peshawar Institute of Cardiology, PIC MTI Peshawar.
- Promoted to Office Assistant on 28th January 2022

Responsibilities

- Office Assistant to Head of Department
 - Coordinator of Hospital Ethics Committee.
 - Coordinator of M&M meeting.
 - Coordinator of Cardiac Registry of Pakistan (CROP).
 - Coordinator of multidisciplinary team (MDT).
 - Office management, file management, incoming outgoing calls and emails, maintain daily scheduling, official/departmental meeting calls, finalize and distribute meeting minutes and official notifications. Manage duty roaster (doctors, registrars and MOs).



LANGUAGE:

- Urdu
- Pushto
- English

INTEREST:

- IT field
- Management

COMPUTER SKILL:

- MS office
- Typing
- Work related Database
- Internet
- Corel Draw
- Inpage Urdu
- Windows Installation & Troubleshooting.
- General Troubleshooting of Networking problems

I certify that all the information stated in this curriculum vita is true and complete to the best of my knowledge.