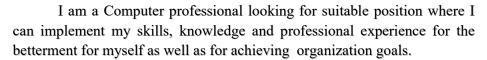
Curriculum Vitae

OMAIR ALI

OBJECTIVE:



PERSONAL INFORMATION:

Father Name : Muhammad Ali Qamar

Nationality : PakistaniDate 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/ Certiicate	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

EXPEREINCE:

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

Responsibilities

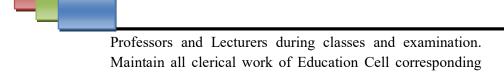
- Data Entry, Office Management, maintain all Office records, records of all incoming orders and maintain sale records the work is not only limited to computer operator also worked there as an accountant like Inventory Records, distribution of Salary, Billing, all the record provide to the manager of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







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

Responsibilities

• Lab Reports Data Entry

to Peshawar Medical College.

- Perform official work with HOD Pathology
 - o 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
 - o Coordinator of Hospital Ethics Committee.
 - Coordinator of M&M meeting.
 - o 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 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.

