# SAHIR RAMZAN

***Email: Residence:***

sahirdsc@gmail.com House # 235, Street # 17

Rawal Town, Islamabad

**Cell #** 0313-5989395

**OBJECTIVE**

Seek challenging and rewarding career in a reputed organization in the field of my interest where I can exercise my knowledge and skills. And to be a member of a professional team in order to give best of my abilities to the organization, I serve.

**ACADEMIC QUALIFICATIONS**

**BSc**

* + Punjab University, Lahore, Pakistan

**F.sc**

* + Federal Board, Islamabad

**Matriculation**

* + Federal Board, Islamabad

**WORK EXPERIENCE**

* **Micromerger (DSC (Data Support Center)**

**Duration:** January 2017 to December 2021

**Designation:** DVA (Data Verification Associate)/ Data Analyst

* **Micromerger (DSC (Data Support Center)**

**Duration:** January 2023 to Till Date

**Designation:** DLO (District Liaison Officer)

* **Such Tv**

**Department:** News Output

**Duration:** From 10th of April 2015 to January 31st 2018

**Designation:** CG operator

* To operate CG on VIZ Trio & also done play back and editing.
* **Wi-tribe**

**Department:** Customer Care

**Duration:** Two Years

**Designation:** Data Assistant

* **360 Technologies**

**Department:** Data Entry

**Duration:** One Year

**Designation:** Data Entry Operator

* Data Entry of Land Record
* **Sabro, Head office Islamabad**

**Department:** H/R, Administration

**Duration:** February 2005 to 14th of February 2007

**Responsibilities:**

* To involve in hiring activities of employees, according to the given authority and policy of the company.
* To prepare personal files of new staff.
* To hire quality staff through an effective recruitment process and an attractive employment environment.
* To retain quality staff through a comprehensive approach reflecting best practices in employee relation that encourages commitment to the employer and employee.
* To prepare monthly payroll of employees.
* To prepare job Training Standard of all departments of Company.
* To prepare Training schedule of whole year, make necessary arrangement relating training and to maintain its record.

**COMPUTER SKILLS**

**Proficient in:**

* + MS Office (MS Word, MS Power Point, MS Excel)
  + Internet (operating & browsing)
  + Computer hardware and familiar with all updates technology.
  + Assembling, Troubleshooting, Updating, User Supports.
  + Repairing of All Types of Systems.
  + Online faxing, Bulk emailing for marketing purposes.
  + Troubleshooting of Wireless Network.

**PERSONAL INFO**

**Fathers Name** : Muhammad Ramzan Abbasi

**Nationality**  : Pakistani

**N.I.C. #** :61101-3556049-3

**Languages**  : English, Urdu, Punjabi

**Interests** : Reading and Internet Surfing

**REFERENCES**

Would be provided on request.