

# SOHAIL SARWAR

## Home Address:

House # 15E Block 3, Sindhi Jamat co-operative housing society Bin Qasim Town Karachi  
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## OBJECTIVE

- Qualified Professional experienced young enthusiastic and willing to become a part of a dynamic group, where I can explore the skills and capabilities that I gained in the completely professional career and to serve in a challenging work environment and equally vast opportunities of career development based upon achievements and results.

## KEY SKILLS COMMITMENT

### | JUDGMENT| INTEGRITY

- Strong character, dedication to my work is my pride.
  - Ambitious, hardworking, energetic, well disciplined.
  - Knows how to meet the responsibilities and how to utilize the abilities.
  - Optimistic, self-motivated, and flexible.
  - Excellent at public dealing.
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## CAREER HISTORY ACCOMPLISHMENT

- **CURRENTLY WORKING AS AN ADMIN OFFICER/PROCUREMENT ANALYST OFFICER AT ePLANET COMMUNICATION (FROM APRIL 2021 TO PRESENT) WITH JOB RESPONSIBILTIES AS GIVEN BELOW:**
  - Budgeting
  - Maintain Database
  - Update and Implement Office Policies
  - Prepare reports and presentation
  - Determine Supply needs and researching potential suppliers
  - Prepare Cost benefit analysis report
  - Monitoring Company Demand
  - Follow up with Vendors for providing things timely
  - Negotiating with Suppliers

- **KARACHI SHIPYARD AND ENGG WORKS LTD (From Dec 2002 to Nov 2015)**
    - Developing reports and miscellaneous queries
    - Checking documentation and manage reports on Oracle system
    - Maintain Database program
    - Check cutting plates operations (CNC)
  
  - **SUB EDITOR IN DAILY THE MALE (From March 2015 to April 2017)**
    - Writing, Rewriting, Editing and Proof reading texts
    - Editing reports and press release/designing page layouts/sizing photographs
    - Verifying information / Length and Correct place
    - Link up with Journalist, Reporters and Editors
  
  - **WORKED AS A MEMBER OF SHMA PVT.LTD (From March 2017 to April 2021)**
    - Union Council Communication Support Officer (04 Union Council, Korangi)
    - Under my supervision 09 thousand children has been vaccinated
    - Maintain Data of one lac people (with all specific tests cleared)
    - Check cutting plates operations (CNC)
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**EDUCATION**

<b>ACADEMIC LEVEL'S</b>	<b>Division / CGPA</b>	<b>Year</b>
▪ <b>Bachelor of Science</b>	<b>Second</b>	<b>2001</b>
▪ <b>Intermediate in Pre-engineering</b>	<b>Second</b>	<b>1998</b>
▪ <b>SSC SCIENCE</b>	<b>Second</b>	<b>1994</b>

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**SOFTWARE SKILLS**

**PROGRAM DEVELOPING** : **Oracle Developer Forms-Reports 6i / 9i / 10g**  
**OPERATING SYSTEM** : Windows NT Server/ Workstation, Window 2000, Window-98, Novel, DOS.  
(Experience in planning, Analysis, Installation and Maintenance of NOVEL & Windows NT based Network)  
**DATABASE/ PROGRAMS** : **Oracle Application Server 10g, Oracle 10g, Oracle 11g** Oracle 9i.  
(Expert in Database analysis, designing, creation, back-up / Recovery, monitoring and maintenance)  
**PACKAGES/ UTILITIES** : **PL-SQL Developer**, Excel, Word, NEST Master, Turbo NEST, AutoCAD 2000

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**LANGUAGES**

- English
  - Urdu
  - Punjabi
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**INTEREST & ACTIVITIES**

- Playing cricket
  - Current affairs
  - Playing cricket
  - Music
  - Travelling
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**PERSONAL DETAILS**

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▪ **Place of Birth** : Karachi, Pakistan  
▪ **Nationality** : Pakistani  
▪ **National ID #** : 42301-0852650-7  
▪ **Marital Status** : Married  
▪ **Religion** : Islam
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## REFERENCE

- Will be furnished upon request.