
SAMAR ABBAS

Address: *Post Office Balkassar, Mohallah Bawa Qudrat Hussain Shah. District & Tehsil Chakwal.*

Contact # +92- 342-5743985 / +92-313-5440953

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OBJECTIVE

My career objective is to enhance my professional skills in a dynamic and stable workplace and to prove myself as a hard working and determined asset to my organization and increase my credentials through the task assigned during the course of work and reciprocating by delivering the best for the organization in terms of asset of the organization.

Seeking challenging role as a Computer Operator where my proficiency in the application of computer operations will be fully consumed to help the organization reach its objectives with excellence and ease.

EDUCATION

- **Govt. High School Balkassar (Matric)**
From Rawalpindi Board of Education in **2005 (442/850)**.
- **Intermediate (FA)**
From Allama Iqbal Open University Islamabad in **2013 (641/1100)**.
- **Bachelor in Arts (BA)**
From Allama Iqbal Open University Islamabad in **2021 (636/1100)**.

DIPLOMAS

- **Computer Course (8 months)**
From Vocational Training Institute Chakwal.
- **Information Technology (3 months)**
From Joher Institute of Information Technology Islamabad.
- **Computer Hardware & Networking (3 months)**
From National Training Bureau Islamabad.

EXPERIENCE

➤ **DHA VALLEY (DBH-JV MC PROJECTS)**

Currently working as “**Supervisor Store**” from **Oct 2015** to **till date**.

- + On spot physical checking of received material with Purchase Requisition Specification
- + Checking the received material & Posting in MRN (Material Receipt Note)
- + Organizing the Suppliers bills for verification and necessary documentation required
- + On job training of newly hired Data Entry Operator
- + Bin cards posting to know the update material status
- + Organizing to send back rejected material back to Suppliers
- + Material stacking & Tagging

➤ **TORCIA EDUCATION SYSTEM, 6TH Road Rawalpindi (Part Time)**

Currently also working as “**Computer Operator**” since **Sept. 2016** to **till date**.

- Date Entry, Books Typing(Fed & board formats)
- Entry Test Preparation Books & notes.
- All subjects papers typing of Matric and inter classes.
- Software Data Entry

➤ **DHA VALLEY (DBH-JV PROJECTS)**

Two year five Month experience as an “**Office Assistant**” from **Dec 2011** To **May 2014**.

SPECIAL SKILLS

- **Language** – Understand and speak English, Urdu.
- **Computer Skills** - Microsoft Office, InPage Windows (Xp & 7, 8 & 10) Internet Surfing, Mailing etc.
- (Soft links **International Inventory Control System, Maths Type, Chemistry Type, Chem.Draw Note ++**).

PERSONAL APPEARANCE

Father’s Name	:	Muhammad Rafiq
Date of Birth	:	19 June 1989
CNIC #	:	37201-5273469-9
Nationality	:	Pakistani
Marital Status	:	Married
Religion	:	Islam
Domicile	:	Punjab (Chakwal)

LEISURE TIME ACTIVITIES

- Browse Informative Stuff from Internet.
- Playing Football & Cricket.
- Reading Books.

REFERENCES

- References will be furnished on demand.