

MEHDI HASSAN.

Data Entry, Documents controller , Auditor And
HSE officer

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CAREER OBJECTIVE

Seeking employment in an organization where I can utilize the skills I have developed through my experience and education. I respond well to challenges and enjoy the opportunity to reap the rewards of hard work and dedication. I have gained knowledge and practical experience covering aspects of Data Entry , Auditor , Documents controller And also Hse officer through conscientious.

EDUCATION QUALIFICATION:

Matric:

School: Career Best School & College (CBSC).

Board: Passed From Bise Grw with Arts (science).

InterMediate:

College: FG Inter College Zafar Ali Road Sialkot Cantt.

Passed From FBISE Islamabad Board with Computer Science

Bachelor Degree:

BCs from BZU Through GOVT Jinnah Islmia College Sialkot.

- I declare that the above information is true to the best of my knowledge.

WORK EXPERIENCE

*Currently im working i kent company.

*I have many years' experience in data entery

- PROFESSIONAL QUALIFICATIONS SAFETY
- Computer academy certificates COURSES
- NEBOSH .IOSH
- OSHA 30hours General Construction .IASP
- IOSH FIRE
- SAFETY
- .OSHACA
- DEMY

.

- COMPUTER KNOWLDGE
- Basic
- Windows installation
- MS Office
- MS Excel
- Power Point
- ERP Software
- FQMS Software
- Stock in out

- Payroll

- SUMMARY OF EXPERIENCE
- Over 04years of experience Professional experience as a Data Entry and Auditors In A afzal group of electronics.

Strength & Hobbies

- Working Hard
- Learn new things
- Play Cricket & football.

PERSONAL DETAILS

Languages Known:English,Urdu,Hindi, Punjabi & Pashto

Nationality :Pakistani

D.O.B. : 05-03-1995

IQAMA No :Transferrableand Valid

BloodGroup :B+ve

Current Location :Al Jubail,Saudi Arabia