

CV: Coordinator / Operations Manager / HR Officer



Name : Shamshad Hussain Shah S/O Syed Azad Hussain Shah

Contact Number : 055 69 46 239 (Call & Wts)

Email : shamoonkazmi@gmail.com

D.O.B : 10th August, 1984

Nationality : Pakistan

Religion : Islam

Martital Status : Married

Passport Number : LA5146453

Iqama Number : 2297047173

Objectives

To exercise & utilize my skills, experiences & knowledge by joining a progressive Organization, where job work is challenging & grooming opportunities are available.

Academic Qualifications

2005-BA-Final Year Govt. Graduate College Chakwal Punjab (Mathematics, Statistics, Economics)

2003-INTERMEDIATE- Govt. Graduate College Chakwal Punjab (Mathematics, Statistics, Economics)

2001-MATRICULATION- Govt. Sir Syed High School Katas Punjab
(Physics, Chemistry, Biology, Mathematics, English, Social Studies)

Computer Skills

2005-Diploma In Computer Science (Ms Office -Ms Word, Ms Excel, Outlook)

2006-Diploma in AutoCad

Driving Skills

Having Private Driving License (Capability of Manual & Auto vehicles)

Experience of Riyadh Routes

Work Experience

Sep2009-Sep2016 **Saudi Oger Ltd. Riyadh, K.S.A.**

(as Storekeeper, Timekeeper, Material Controller, Secretary, Coordinator Transport)

October2016-Till Date **Tamm Halan ltd / Alam Tamm / Sawader Albiyan**

As Operations Manager, Cashier, Accountant, HR Officer, Data Entry, Coordinator, General Manager, Fleet In charge

Capabilites

HR related task Preparation of Manpower Daily Report, FTPR/ETPR Transport Section, Data Entry, Dispathing, Operations with Portals as Mugeem, Tamm, Gosi, Qiwa, Saudi Business Center, Chamber Of Commerce, Absher & Absher Business, etc.

References

Furnished Upon Request