

Contact #: +92 320-4480533  
Address: House #172-D1 Nespak Society Near Wapda Town LHR  
E-mail: mralihaiderhoney@gmail.com

## Ali Haider

### *Objectives*

I believe in honesty, simplicity, teamwork, and commitment. I have a very high standard of quality and always strive for improvement. I seek a challenging position in a growing organization where acquired skills and knowledge will be utilized for continued growth and development. I enjoy working in a truly challenging milieu.

### *Qualification*

Institute	Degree	Year
Lahore Board	Matric	2017
Lahore Board	F.S.C	2020
Punjab University	B.A	2024

### *Experience*

□ **MCB Employees Foundation** from 01-Aug-2021 to Till Date.

I am working as a Keypunch Operator in the Inventory Section with the following job descriptions.

- Posting of all Stationery Indents of outstation/local branches.
- Preparation of Indent, Requisitions, Delivery Orders, and their Invoices in software and maintaining the records.
- Preparation of Receivable report on a fortnightly basis.
- Preparation of Goods Transfer In.
- Record keeping.
- Maintaining sale and purchase records of stock.
- Stock Taking on a Weekly Basis.
- Dealing with Banks on a Daily Basis.

## ***Interest***

- ☐ Books Reading.
- ☐ Sports ( Cricket, Snooker )
- ☐ Browse the internet and find more and more information about my profession and hobbies.

## ***Self-Statement***

- ☐ I Like to perform under challenging situations and in the utmost professional atmosphere and set standards of quality for my work that result from committed and controlled work strategy and teamwork attuned to work under pressure to achieve the desired results.

## ***Languages***

- ☐ English
- ☐ Urdu

## ***Computer Skill***

- ☐ MS-Office 2013, 2023, (MS Word & MS Excel).
- ☐ Oracle (Accounting Software).

## ***Personal Information***

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> Father's Name:  | Muhammad Attiq  |
| <input type="checkbox"/> Date of Birth:  | 01-Feb-2001     |
| <input type="checkbox"/> Domicile:       | Lahore (Punjab) |
| <input type="checkbox"/> Marital Status: | Single.         |
| <input type="checkbox"/> Nationality:    | Pakistani       |
| <input type="checkbox"/> Religion        | Islam           |
| <input type="checkbox"/> CNIC No:        | 35302-2852357-9 |

## ***Reference***

Will be furnished upon requisition.