

Sheryar Ahsin

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📍 Muhallah Muftiabad Near Akbar Khan Road Mansehra

📄 PROFILE

To obtain a challenging position in any established organization where I can apply my creative, problem solving and management skills and achieve optimum utilization of organizational resources and maximize profits.

📁 PROFESSIONAL EXPERIENCE

12/2022 – 05/2023

King Abdullah Teaching Hospital Mansehra

Computer Operator & Attendant

I was learned how uploads Sahat Saholat Program files on its website and how to scan documents of patients and keep the record of files and list making of files and I worked at hospital slip counter where I was providing a hospital slip to patients.

12/2021 – 08/2022

Pakistan Telecommunication Limited (PTCL)

Field Sales Agent

Dealing with customers to generate new connections orders of PTCL internet & lane line and Providing all necessary information about the PTCL internet connection. Maintaining the record of new coming customers orders details & also maintains the monthly target of the new connections.

02/2020 – 07/2021

Mansehra Photostate & Computer Composing Point

Computer Operator

Dealing with all kinds of applications, letters and legal documents composing and online prints making and photo state machine operating.

03/2018 – 05/2019

Ad-On (Out Door Marketing) Mansehra

Office Manager

Dealing with all kinds of operational works and deals with customers on behalf of owner. Performing accounting duties; cashbook, journals, reconciling with the general ledger. Keeping accurate records of logs and inventories of the shop and all machines and feeders with printed product and Compose Artwork and documents, letters, memos, invitation cards, business cards, letterhead, cash memo, stamps, panaflex etc.

10/2015 – 10/2017

Qureshi Net Club Mansehra

Café's Manager

I was responsible for assisting customers with computer software-related inquiries and issues. Additionally, I was offer various services, including encoding, printing, downloading and other operational tasks. I was maintain records of shop activities, including logs and inventory management. I was also be tasked with tracking and communicating the time customers spend on computers or the internet, as well as handling paperwork and performing essential accounting duties, such as managing the cashbook, journals, and reconciling with the general ledger.

07/2013 – 09/2015

Asad Printers Mansehra

Machine Operator & Designer

Operating the printing machines, evaluating Artwork and discuss with production personnel to determine the appropriate methods of Proofing and Printing the final product. Designing Artwork and documents, letters, memos, invitation cards, business cards, letterhead, cash memo, stamps, panaflex etc.

08/2017 – 10/2017

National Bank of Pakistan City Branch Mansehra

Internee

Performing clerical duties of bank like a take memos, maintain files, and organize documents, photocopy, fax, etc as needed. During my internship, I learned the following duties of a bank:

How to open an account, Loans types, How to balance salaries, Understanding of Cheque types, Cheque book issuing process, ATM issuing process, Cash summary, Clearance of cheques

EDUCATION

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|-------------|--|
| 2013 – 2017 | Bachelor of Business Administration (BBA hons) Hazara University Mansehra Finance |
| 2011 – 2013 | Higher Secondary School Certificate (FSc) BISE Abbottabad Pre-Engg |
| 2009 – 2011 | Secondary School Certificate (Matric) BISE Abbottabad Science |

COURSES

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|-------------------|--|
| 2014 – 2015 | Diploma in Information Technology (DIT) Trade testing Board Peshawar |
| 10/2010 – 12/2010 | Office Automation Future Vision Organization (FVO) |
| 10/2010 – 12/2010 | English Language Future Vision Organization (FVO) |

SKILLS

- MS Office
- Inpage
- Window & Software Installation
- Photo Printing
- Organizing & Planning
- Book Keeping
- Adobe Photoshop
- Scanning
- Internet Searching
- Fax & Mailing
- Communication
- Office Management
- Corel Draw
- Printing
- Composing
- Team Work
- Customers Care
- Inventory Records

LANGUAGES

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|--------|-----------|---------|-----------|
| Urdu | ● ● ● ● ● | English | ● ● ● ● ● |
| Hindko | ● ● ● ● ● | Punjabi | ● ● ● ● ● |
| Pashto | ● ● ● ● ● | | |