

## SYED ZEESHAN HAIDER

- Post Applied for:
1. Computer Operator
  2. Lab-Attendant
  3. Driver
  4. Pick Packer

 	+923052055808
	Zeehai125@gmail.com



**Present Address:** House#107-2 Street # 05 Kamalabad Rawalpindi.

**Permanent Address:** Tal syedan Tal Khalsa Tehsil Gujar khan district Rawalpindi.

### CAREER OBJECTIVE

I am an enthusiastic, self-motivated, reliable, Responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines. I am Well organized and always plan ahead to make sure I manage my time well.

### PERSONAL INFORMATION

Father's Name	Amjad Ali Shah
Date of Birth	17 April 1992
Nationality	Pakistan
Religion	Islam
Marital Status	Married
Passport #	
Driving License Type	Motor Car/Bike (Pak)

### QUALIFICATION

- **HSSC**  
Board of intermediate & Secondary Education (RWP) in 2011 from Govt. Gordon College Rawalpindi.
- **SSC**  
Board of intermediate & Secondary Education (RWP) in 2009

### LANGUAGE

- ENGLISH
- HINDI
- ARABIC (Basic)

### INTERESTS

- Driving
- Internet Surfing
- Playing Cricket

### EXPERIENCE

#### (AS A LABORATORY ATTENDANT)

#### Foundation University Islamabad.

Recently, I am working as a laboratory Attendant in Nursing College of Foundation University Islamabad.

Joining Date is (09 May 2023 till date)

#### WATIM Medical & Dental College Rawalpindi.

I have worked as a lab-Attendant and computer operator in WATIM Medical & Dental College Rawalpindi

From: (09 December 2019 to 09<sup>th</sup> May 2023)

#### YUSRA Medical & Dental College Islamabad.

I have worked as a lab-Attendant and computer operator in YUSRA Medical College Islamabad

From: (27<sup>th</sup> May 2014 to 06<sup>th</sup> February 2019).

#### Experience

#### As a Driver

I have Pakistani license of Motor car jeep/ Bike I am worked as a part time pick and drop service on my cab.

## EXTRA SKILLS

- I have short diploma In Information Technology from Super Tech Institute Rawalpindi.  
Duration: (03 Months)

### Course Details:

MS Office, (Word, Excel, Power Point)  
Corel Draw, In-page, Auto Cad, Adobe Photo shop,  
Installing and debugging of windows XP, operating systems and application, and lost Data recovery.

## JOB DESCRIPTION

### **As a Computer Operator**

- To keep record on computer.
- To maintain the Data base record & maintain inventory.
- Maintaining office files & record.
- Typing and printing of all office letters, tabulating and maintenance of student attendance and examination record.

### **As a Lab-Attendant**

- Handling of all the laboratory equipment.
- To keep over all maintenance cleanliness of the lab.
- To assist the faculty in conducting academic activities.
- Monitoring the use of equipment and supplies within the office.
- To arrangement & Handle of all necessary tools of Class Room.
- Handing and taking Lab Models.

### **As a Driver**

- Excellent communication skills, smart code and courteous manner.
- To pick passengers at the time requested and transfer to their destination safely.
- To maintain a cleanliness of Vehicle.
- To assist passengers to load unload luggage.

## REFERENCE

I certify that all the information above is correct and reference are available if they are needed hoping that my experience will be useful to you.