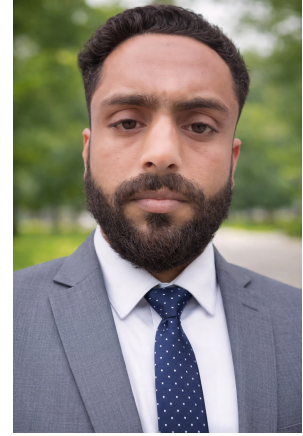


Hafiz Umair Aslam

Current Location: Khamis Mushait, Saudi Arabia
Phone: +92 307 3924796 | 0573864197
Email: umairbajwa34@gmail.com



Professional Summary

Dedicated and detail-oriented commerce professional with strong experience in office administration, computer operations, and ERP systems. Skilled in Microsoft Office, Oracle ERP Software, data handling, and administrative support. Seeking an opportunity to contribute to a professional organization in Saudi Arabia while utilizing organizational and communication skills.

Core Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Oracle ERP Software
- Data Entry & Record Management
- Administrative Support
- Office Documentation
- Email & Internet Handling
- Communication Skills
- Teamwork & Time Management

Education

Diploma in Commerce (D.Com)

Government College of Commerce, Sialkot (Fort)
TEVTA | 2010 – 2012 | Second Division

Matriculation (Science)

Government High School, Chawinda
BISE Gujranwala | 2008 – 2010 | Second Division

Languages

- Urdu
- English
- Punjabi

Personal Information

Father's Name: Muhammad Aslam Bajwa
Date of Birth: 09 April 1992
Nationality: Pakistani
Marital Status: Married

Career Objective

To obtain a challenging position in a reputable organization where I can utilize my professional skills, computer knowledge, and dedication to contribute to company growth and success.