



SADAM ULLAH KHAN

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To establish myself as a competent computer Engineer and Professional, equipped with latest tools, techniques and enhance my knowledge along with professional ethics that will enable me to handle emerging technologies and prove myself as a valuable resource for the market.

Education

Bachelor in computer science (BS Computer Science)

Government College University Faisalabad, Punjab, Pakistan. Graduated in 2020

Intermediate (ICS)

Government degree College Fateh pur, Layyah, Punjab, Pakistan.

Matric.

Government High School Fateh pur, Layyah, Punjab, Pakistan.

Relevant Experience

Computer operator & Document Controller

Warid Land Transport L.L.C, Dubai, UAE.

monitor and control computer and electronic data processing equipment according to standardized operating instructions. Print and distribute documents as needed, scan and upload documents according to company procedure. Collect and register all technical documents such as drawing and blueprints in the company system.

Data Entry Operator

Jinnah College of Science & Technology, Punjab, Pakistan.

July 2021 - May 2022

Compiles and verifies data to ensure accuracy while appropriately formatting it. preparing documents for entry and transcribing from paper formats into computer files using manual entry or scanners.

Computer Operator

Vocational Training Institute Fateh pur, Punjab, Pakistan.

monitor and control computer and electronic data processing equipment according to standardized operating instructions. Print and distribute documents as needed, scan and upload documents according to institution procedure. Collect and register all technical documents such as drawing and prints in the institution system.

Skills

- ♦ Accountant Skills
- ♦ Microsoft Office (Word, Excel, & Power Point.
- ♦ Windows & Software Installation.
- ♦ Musician Quantity

Duties & Responsibilities

- ♦ Provide data by machine activity.
- ♦ Determines the operating series by considering the expected production.
- ♦ Perform tasks specified by the instructions recorded.
- ♦ Prepare facilities for electronic software access activities.
- ♦ Makes suitable paperwork improvements if necessary, monitor every day machine work and manipulates it.
- ♦ Entering customer and account data from source documents within time limits.
- ♦ Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- ♦ Reviewing data for deficiencies or errors, correcting any incompatibilities and checking out.

Languages

- ♦ English
- ♦ Urdu
- ♦ Pashto

Professional courses

- ♦ MS Office
 - * Jinnah Institution of Technical Education.