

## **Syed Hasan Javed S/O Javed Alam**

House # D-321, Sector 10/A.  
Bagh-e-Korangi, Korangi Township,  
Karachi, Pakistan.  
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### **OBJECTIVE:-**

A stimulating position in a result-oriented company that seeks an ambitious and career conscious person, where acquired skills and education will be utilized toward continued growth and advancement which offer good opportunities and challenging working environment.

### **JOB EXPERIENCE:**

- Data Entry Operator at Madni Petroleum from September 2010 till to date.

#### **Responsibilities:**

- Prepares source data for entry by opening and sorting mail;
- Verifying and logging receipt of data; obtaining missing data.
  - Records data by operating data entry equipment; coding information; resolving processing problems.

### **ACADEMIC QUALIFICATION:-**

- Appeared in B.Com
- Inter from "Karachi Board"
- Metric from "Karachi Board"

### **COMPUTER SKILLS:-**

- Ms-office 2003
- Adobe Photoshop
- Macromedia Flash
- Macromedia Freehand
- Inpage

### **PERSONAL:-**

- |                 |                   |                |                 |
|-----------------|-------------------|----------------|-----------------|
| • Date of Birth | : 23 June 1992    | Marital Status | : Un Married    |
| • Language      | : Urdu / English  | Religion       | : Islam         |
| • N.I.C #       | : 42201-9167589-3 | Domicile / PRC | : Sindh Karachi |

### **REFERENCES:-**

- Will be provided at the time of interview.