**SABIR HUSSAIN JHATIAL**

Contact # 0300-2414154

 Email: fromskytomountains@gmail.com

House No.13-A Madhu Goth beside METRO Block,11 Gulshan Iqbal University Road, Karachi.

***Objective:***

Seeking career in Organization, this allows for personal growth and challenging professional career. A high degree of professionalism and result oriented approach. To work in a challenging environment that provides me with a chance to hone my skills and allows me to positively contribute towards achieving organization development goals.

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| ***Education:*** |
| **2012** | Bachelors of Science (B.Sc) from University of Sindh , Jamshoro. |
| **2009** | Intermediate in Pre.Medical from High School Mehar, - Board of Intermediate Education – Larkana |
| **2007** | Matriculation in Science Group from High School (Mehar) – Board of Secondary Education – Larkana |

***Achievemnets:**** MS Office certification from Aptech Institute of technology, Karachi.
* Succefully implemented “Complain Mnaagement System”.
* Certificate of Greenacre International on Social Mobilizing”.

***Experience:******Program Management & Implementation Unit,*** ***Sindh Basic Education Programme ,****Education & Literacy Department, Government of Sindh, Karachi****Key Responsibilities:*** * Making weekly reports on all tasks which has been completed in a week
* To manage all admin related work on daily weekly & monthly basis.
* Supervise & monitoring proper book keeping.
* Outlook E-Mailing
* Record of Meetings and Important schedules
* Reports & managing all official correspondence
* Day to day responsibilities of managing the on-going projects and activities.
* Perform other duties as assigned by the management
* *Managing Inward and Outward numbers rotating in the office/or outside from the office.*

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| ***Habib Bank Limited***  |  |  |

***Designation:******Phone Banking Officer******Key Responsibilities:*** * *Resolve all queries of customers regarding bank accounts*
* *Making Monthly reports of Pending and Resolved Complaints*

***SCT GROUP******Designation******Customer Support & Service Executive******Key Responsibilities:*** * Handling of CCTV complains through emais from all financial and non-financial organization

across Pakistan.* Supervising all Technicians.
* Issue and closing of Ticket numbers against registered complains.
* Manage Administrative Issues.
* Preparing Invoicing GST & Non GST.
* Outlook E-Mailing.
* Managing Vendor Report on Daily and Monthly basis.
* Maintaing General Expenses of All Junior Staff on weekly basis
* Day to day responsibilities of managing the on-going projects and activities.
* Perform other duties as assigned by the management.
* Tender Documentation.
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| ***AccountatGeneral Sindh***  |  |  |

***Designation: Office Assistant.***

***Key Responsibilities:***

* Supervise & monitoring proper book keeping.
* Outlook E-Mailing
* Managing Banking Issues and Problems
* Record of Meetings and Important schedules
* Handling Telecom related issues
* Reports & managing official correspondence
* Day to day responsibilities of managing the on-going projects and activities.
* Perform other duties as assigned by the management.

***Personal Interests/Hobbies:***

Travelling, socializing in corporate circles.

***Personal:***

Father’s Name: Muhammad Parial

CNIC #: 42301-4357333-3

Date of Birth: 09th March 1991

Religion: Islam

Marital Status: Married

Nationality: Pakistani