**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.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | ***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.*  |  |  |  | | --- | --- | --- | | ***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. | | |
| ***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