

Azhar Abbas

Vill & Post of Khabbeki, Mohalla Post Office, Tehsil & District Khushab
Punjab, Pakistan

E-mail: abbasazhar399@gmail.com

Tel: 0300-7784728



PERSONAL STATEMENT

Joining a reputable organization where I can prove my potentials as an individual towards the contribution of joint success and to secure a position, which will provide me the opportunity to utilize my abilities, maximize my potential and continue to grow and develop along my career path.

PERSONAL INFO

❖ Father Name	Ghulam Fareed
❖ Date of Birth	28 th Jan , 1986
❖ National I.D. Card Number	38201-4301143-1
❖ Domicile	Punjab (Khushab)
❖ Marital Status	Married
❖ Religion	Islam
❖ State	Punjab (Rawalpindi)
❖ Nationality	Pakistani
❖ Permanent Address	Vill & P/O Khabbaki Tehsil Naushehra Distt Khushab

ACADEMIC QUALIFICATIONS

- 👉 B.A Sargodha University
- 👉 HSSC (I.C.S) Rawalpindi Board
- 👉 SSC (Science) B.I.S.E Sargodha

COMPUTER SKILLS

- ❖ 06 Months Diploma in MS Office (Word, Excel, Power point)
- ❖ Internet & E-mail
- ❖ Window Installation
- ❖ Typing Speed 30-40 WPM

WORK EXPERIENCE

- ❖ **National University of Technology (NUTECH) 2023 till date**

Assistant in Supply Chain Management Office

- Conducting market research to find cost-effective and quality suppliers.
- Issuing purchase orders based on the needs of different departments.
- Drafting, reviewing, and managing contracts with suppliers and service providers.
- Ensuring that procurement stays within budget constraints
- Preparing regular reports on procurement performance, cost savings, and supplier issues.

❖ **Assistant Library National University of Technology (NUTECH) 2019 to 2023**

Assistant Library

- Maintain records of books taken out and books brought back.
- Check the plagiarism of the projects.
- Maintain all Office Correspondence.
- Manage inquiries over the counter and via email or telephone.
- Inventory management of Library.

❖ **Yusra Medical & Dental College, Islamabad from 2013 to 2018**

Examination Assistant

- Coordination exam dates and times with departments.
- Maintained accurate records of results, grades, and marks.
- Prepared exam question papers, formatted and securely distributed.
- Monitored the safe and organized distribution of exam materials.
- Preparing and issuing student transcripts or certificates of completion.
- Managed and updated exam-related databases or software systems.
- Ensured all sensitive documents are securely handled and stored.

❖ **M A Engineering Services from 2007 to 2010**

Senior Clerk

- Maintained accurate records of project-related documents, contracts and other important information.
- Organize and file technical documents in both physical and digital formats.
- Ensure that all records comply with company policies and legal requirements.
- Track the progress of ongoing engineering projects and report on status updates.

Language

- ❖ Punjabi
- ❖ Urdu
- ❖ English