

Shafiq ur Rehman Qureshi

I am qualified and experienced to do all of the clerical jobs for an office. I want to be a vital part of any organization which may i join. Whats app no +923466576304

Islamabad 44000

shafiqu80@gmail.com

+92 319 4992567

• I have worked in Management Information Systems (MIS) for more than 15 years. I have been working as Document Controller, Payroll Officer, and Storekeeper. I started my professional career just after completing my I.Com from Allama Iqbal Open University in 2003 during my first job I did a one-year base accounts certificate course. I have spent almost 15 years in HR and ACCOUNTS. I have hand on experience using DC softwares like Acconex and Prologue, Accounting Software like Peachtree, Alterbooks, and Accounts Solution, and good command of Ms. Office specially Excel, Word, Powerpoint, and Access. I am an experienced and stress releaser I can handle all the pressure and get the results on time. I can handle all types of data entry clerical jobs due to I have hand on experience in all clerical jobs like data analysis data programming data mining and data analysis and finally reporting.

Willing to relocate: Anywhere

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Work Experience

Document Controller

Zarkoon Builders & Meterial Supplier - Islamabad

August 2018 to Present

1. As a Document controller, I was responsible for managing complete Transmittles and Subbmittels's System records on the computer to manage the company's work properly.
2. Being a Document Controller I was responsible for mange and preparing a proper system to place the files in the right place and managing a computerized system for files to Reproduce the files at the required time without wasting time.
3. Responsible for managing proper Records for all purchased Meteriel files for auditing or other purposes.
4. Prepares complete record of Structure Diagrams by ascending method.
5. Scan every document and keep it in a proper computerized system.
6. Prepare Proper Filing System to keep these files separate from each other.
7. Proper Documentation for each Employee with his personal Information.

Document Controller Payroll Officer

The Millennium Builders Pvt LTD. - PAKISTAN

January 2010 to July 2017

1. Being a Document Controller I was responsible for mange and preparing a proper system to place the files in a proper place and managing a computerized system for files to Reproduce the files at the required time without wasting time.
2. Responsible to manage propper Record for all purchased Meteriel files for auditing or other purposes.
3. Prepaire complete record of Structure Diagrames by assending mathord.
4. Scann every document and keep it in propper computerized system.

5. Prepare Proper filing System to keep these files separate from each others.
6. Being a Payroll Officer Prepare Proper Payroll Documentation by both of manners Proper Attendance and Systematic Payroll Management.
7. Proper Documentations for each of Employee with his personal Information.
8. Being a Document controller i was responsible to manage complete Transmittals and Submittals System's records in computer to manage company's work properly.

Document Controller

KOHAT CEMENT FACTORY - PAKISTAN

April 2007 to December 2009

1. Being a Document Controller I was responsible to maintain organized and updated documents for a business using document management software, uploading or scanning paper documents, obtaining documents, and ensuring proper and secure storage.
2. Prepare an effective Transmittals and submittals system.
3. Proper Uptodate filing system both of manners fiscally or Computerized.
4. Prepare and manage proper Secure Systems to Secure personal or confidential information.
5. Responsible to Prepare accurate and efficient preparation and management documents.

Store In-charge

GUARANTEE ENGINEERS - Islamabad

March 2004 to August 2006

Education

I.COM

ALLAMA IQBAL OPEN UNIVERSITY - Islamabad

September 2001 to September 2003

Skills

- Ms office (2 years)
- Tally erp (3 years)
- peach tree accounting software (4 years)
- Quick Books (2 years)
- In page (2 years)
- Adobe Photoshop (2 years)
- Oracle (1 year)
- excel operator (5 years)
- SAP Bydesign ERP (1 year)
- COMMUNICATION (10+ years)
- Data Entry (10+ years)
- Data Analysis (8 years)
- Reporting (8 years)
- Data scrapping (4 years)

- Database Administration (7 years)
- Acconex

Languages

- English - Fluent

Certifications and Licenses

Proficient Accountant

March 2006 to March 2007

Computer Hardware/Software

April 2005 to April 2006

Typiest

May 2004 to December 2004