

Curriculum Vitae

MUSSADDIQ UL HASSAN



Career Objective:

- Having a desire to be part of an organization, offering a professional & challenging Environment for its people on work, in order to polish my skills.

Personal Bio-Data:

Full Name : Mussaddiq ul Hassan
Father`s Name : Gul Hassan Khan
Date of Birth : 02-11-1986
C.NIC No : 42401-8563345-3
Passport No : AA6803452
Religion : Islam
Nationality : Pakistani
Marital Status : Married
Email : mussaddiq117@gmail.com
Contact Mobile # : **0321-9292117 & 0331-9292117**

Academic Qualification:

- Matriculation (Arts) from Board of Intermediate Education Karachi.
- Intermediate (Commerce) from Board of Intermediate Education Karachi.
- Graduation (B.A) from Sindh University, Jamshoro.
- M.A. (Economics) from Sindh University Jamshoro, Pakistan.

Computer Skills:

- Well reserved with following Computer / Application
 - ✓ Ms-Office, Internet, Inpage, Computer Graphics & Hardware
 - ✓ 02 Months Computer Networking from MDL Technology, Karachi.

Professional Experience:

- ✓ **One (01) Year** Experience worked as a “ **Computer Operator** ” in Port Security Force, Karachi Port Trust, Karachi.\

Job Description:

Import & Export Entries, Clearing Agent Gate Passes & Permanent Passes issued as per Govt. Rules. Computerize Access Control System.

- ✓ **Six (06) Years** worked experience as a “ **Computer Operator** ” in JAFFER BROTHERS (Pvt.) Ltd. (KPT CACS PROJECT) in KPT.

Job Description:

Online Complaint booking & solving the matters, Call Centre, Computer Hardware, Software System Supporting Work & KPT (CACS PROJECT).

- ✓ **Three (03) Years** worked experience as a “ **Computer Operator** ” in Central Pass Issuing Office, (CPIO), Karachi Port Trust with AQUATECH INFRASTRUCTURES LTD. at K.P.T. Project Computerized Access Control System, Karachi.

Job Description:

Documentation, NTN Certificates, All Multinational Companies about All kinds of Port Related Permission, Public Dealing and solving all matters of Port Workers.

- ✓ **Two (02) Years** worked experience as a “ **Admin** ” in GREEN CRESCENTRUST at Mirpurkhas Zone.

Job Description:

All Educational Related Orphan Support Programs, Supporting poor Peoples and Survey, Collecting School Fees and online to Head Office. .

- ✓ **One (01) Year** worked experience as a “ **Cashier** ” in Dr. Ziauddin Hospital, Keamari Campus, Karachi.

Job Description:

Daily Bases Cash Collecting, Attendant & Patients in ER, Billing & Discharging, Email, Documentation as per Hospital Rules. .

- ✓ **Two (02) Years** worked experience as a “ **Corporate Assistant**” in Corporate Billing Department, Dr. Ziauddin Hospital, Keamari Campus, Karachi.

Job Description:

All Government Panels and All Insurance Cards Holder, Email, Approval & Billing and solving all kinds of Matters .

Residential Address:

- ❖ Flat No. 11, 2nd Floor, New Humayun Centre, Near Government Shipping Office, Timber Pond Area, Keamari, Karachi.