



NAJAM AKASH

Data Entry Operator | +92 343 0925323 | najamksh@gmail.com | Pakistan

Motivated and reliable professional with 7+ years of experience in accounting support and data entry, and Store management. Skilled in maintaining financial records, inventory control, and procurement processes. Proficient in Microsoft Office and documentation management. Seeking an opportunity to contribute my skills in a professional organization in Saudi Arabia.

EXPERIENCE

JAN 2020-2022

HABIB CONSTRUCTION SERVICES, PVT (LTD).

- Working with Habib Construction Services, PVT (LTD) as an Assistant Accountant Shokat Khanum FLY over Project Lahore from Jan 2020 to Sep 2021
- Working with Habib Construction Services, PVT (LTD) as an Accountant Project of Punjab Local Govt. Training Academy Project from Nov 2021 to 2022

RESPONSIBILITIES:

- Maintained daily financial records and cash transactions
- Assisted in preparing invoices and expense reports
- Managed basic accounting data and documentation
- Coordinated with team for financial record keeping

MAY 2022- OCT 2023

COMFORT KNITWEAR (PVT.) LTD

Working with Comfort Knitwear's as DEO from May 2022 to Oct 2023.

RESPONSIBILITIES:

- Entered and updated data in company systems software
- Maintained accurate records and documentation
- Checked data for errors and corrected them
- Assisted office staff with administrative tasks

OCT 2023 - PRESENT

ELECTRICAL AND MECHANICAL ENGINEERING (GOVT. JOB)

Working with EME as a Govt Employ Store Man from Oct 2023 to till date.

RESPONSIBILITIES:

- Managed Local Purchase (LP) of equipment and materials for the company and other units
- Maintained store inventory records and stock management
- Coordinated with vendors and suppliers for purchasing items
- Checked quality and quantity of purchased goods
- Maintained proper documentation and purchase records
- Assisted in store operations and supply management

EDUCATION

JUN 2019

INTERMEDIATE IN COMPUTER SCIENCE (ICS)

Board of Intermediate & Secondary Education Multan.

- Subjects: Computer Science, Mathematics, Physics

DEC 2019

DIPLOMA IN INFORMATION TECHNOLOGY (DIT)

Jinnah College, Channu, Pakistan

SKILLS LEARNED:

- Microsoft Office (Word, Excel, PowerPoint)
- Basic Computer Applications
- Data Entry & Documentation
- Internet & Email Handling
- Inventory / Store Management

SKILLS

- Inventory & Store Management
- Procurement / Local Purchase
- Data Entry & Documentation
- Accounting Support
- Record Management
- Vendor & Supplier Coordination
- Communication Skills
- Time Management & Teamwork

PERSONAL INFO

- Fater Name : Rabnawaz
- Date of Birth : 19-09-1998
- Nationality : Pakistani
- Marital Status : Single
- Religion : Islam

LANGUAGES

- Urdu – Native
- English – Native
- Punjabi - Native

COMPUTER SKILLS

- Microsoft Excel
- Microsoft Word
- Data Entry Software
- Internet & Email Handling
- Documentation Management