



DAWOOD AHMAD

Father's Name
Muhammad Ahmad

Nationality
Pakistani

N.I.C
36303-6604811-1

D.O.B
01/10/2001

Religion
Islam

Domicile
Multan(Punjab)

Current Home Address
Dak Khana Khas Basti
Nau, Tehsil Multan
Saddar, District Multan

Contact Information :

xsdawood@gmail.com

Mobile: +923012410402

OBJECTIVE

To work in an organization to add, improve & make best use of my organizational, technical & inter-personal skills.

EDUCATION

<i>Educational Level</i>	<i>Passing Year</i>
BS Computer Science	2022 CGPA 3.14/4
ICS BISE Multan	2018 Marks 5 9 8 /1100
MATRIC Majors: Science BISE Multan	2016 Marks 6 4 5 /1100

Experience

Designation: Operations Coordinator | HR Department

Company: SAID AHMED BRANDS (PVT.) Ltd

Duration: February 01, 2022 – April 30, 2025

Responsibilities:

- Supervised and coordinated day-to-day operations across multiple production teams, ensuring compliance with safety, hygiene, and operational standards.
- Assisted in data entry, processing, and storage tasks, ensuring accuracy and consistency.
- Maintained records of system performance and generated reports for analysis and decision-making.

Personal Skills

- I always enjoy working in a team.
- Good Communication Skills.
- Excellent command in using Computer

References

Reference will be provided on demand.