



ABOUT ME

A versatile professional with strong expertise in office work, clerical tasks, and managerial support. Skilled in computer operations, graphic designing, AutoCAD, and web designing with hands-on experience in CCTV and biometric systems. Proficient in networking, Windows installation, hardware and software troubleshooting. Demonstrates excellent problem-solving abilities with a solid foundation in information technology. Adept at handling administrative tasks efficiently while applying technical knowledge to deliver effective solutions and contribute to organizational growth. patterns, and iterating from there.

CONTACTS

- Talokar Raod Village Pandak, Haripur, KPK, Pakistan
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PERSONAL INFORMATION

Father Name: **Abdul Razzaq**
 CNIC: **13302-0484900-1**
 Date of Birth: **31-October-1983**
 Religion: **Islam**
 Domicile: **Haripur KPK**
 Marital Status: **Married**
 Passport No: **AA3899002**
 Driving License: **12986/06/HR**

EXTRA SKILLS

- CCTV Monitoring
- Bio Matric Machine
- Software maintains (Web, Server base)
- Web Developing & Designing
- Software Design Web, Offline
- Database App Creating
- Senior Operator AD Star Plant Polypropylene Bags

SHERBAZ

Human Resource & IT Manager



WORK EXPERIENCE

Yahya Welfare Complex Hospital **02/2016 - Present**
D Stop, G.T Road Haripur, KPK, Pakistan

Worked at Yahya Hospital with responsibilities including office administration, clerical tasks, and IT support. Gained hands-on experience in computer operations, networking, biometric and CCTV systems, while assisting staff with managerial duties and contributing to smooth hospital operations and patient care.

Sughra Hospital Haripur **01/2014 - 02/2016**
Opoosit Peshawar Adaha G.T Road - Haripur.

Served as Admin and IT Manager, overseeing office operations, staff coordination, and resource management. Managed IT systems including networking, hardware, software, and security solutions. Implemented effective administrative processes while ensuring smooth technological support to achieve organizational efficiency and growth.

Social Welfare Office **01/2014 - 02/2016**
District Sectreat Main G.T Road - Haripur.

Worked as a Clerk with responsibilities in record keeping, filing, and data entry. Managed correspondence, prepared documents, and supported daily office operations. Ensured accuracy in paperwork, assisted staff with administrative tasks, and maintained organized systems to improve efficiency and workflow.



EDUCATION

Bachelor of Arts

Hazara University Manshera : 255/550 2008 Second Division

Diploma in Commerce

Technical Board Peshawar : 707/1400 2005 C Grade

S Secndry Certificate

Abbottabad Board BISE: 407/850 2000 D Grade



Diploma and Certificate

Computer Skills

Office Auto mission, Graphic Designing, (Corel Draw, Photoshop, in page Urdu) Auto Cad Designing, Type writing

EXTRA SKILLS