



JAHAN ZAIB



Kuwait



+96590989622



jahanzaibmoh1@gmail.com

WORK EXPERIENCE

RASCO PHARMACEUTICAL

Lahore
Feb 2024 - Mar
2025

Data Entry Operator (Production Dept.)

- Stock Checking of Finished Goods Store & RM Store
- Maintain Stock of Finished Goods Store & RM Store
- Making new product files and maintain file from start to end both on Software and Hard form
- Handling Production Logbooks

INTERNATIONAL PHARMA Labs

Lahore
Jun 2023 - Jan 2024

Store Officer (PM Store)

- Maintain Stock on Software
- Checking & Maintain Stock register
- Preparing Local vendor and rate list
- To arrange new required items for Store

Station Headquarter Cantt.

Lahore
May 2022- May 2023

IT Clerk/Admin Assistant

- Maintaining Employee Record
- Maintain Employees Daily Attendance.
- Various administrative internal duties.
- Familiar with all regular data entry in database system
- Arrange & conduct interview for new hiring

Drugs Testing Laboratory Primary & Secondary Healthcare Department Punjab

Lahore
Jul 2018 - Dec 2021

Computer Operator

- Making Final Reports of Tested Drug.
- Maintain Record and Dispatch these reports to Hospital.
- Preparing Monthly worksheet & daily data entry in excel
- Filing work and documentation.

PUNJAB UNIVERSITY

Lahore
2022

BA

Graduation

Peak Solution College

Lahore
2019

MS OFFICE

ABOUT ME

I am a dedicated-administrative professional who is quick to learn from everyday experiences and adapt to new ideas and concepts. I have ability to develop practical & creative solutions to work place challenges. My diverse experience enables me to handle routine administrative task & work life challenges with a positive and proactive approach.

DOB: 08-01-2000

NIC: 35202 572729 3

Nationality: Pakistani

SKILLS

ERP (Software)

MS OFFICE

TEAM MANAGEMENT

PROBLEM SOLVING

DECISION MAKING

MULTITASKING

LANGUAGES

ENGLISH

URDU

PERSONAL DETAILS

Nationality
Pakistani

Marital status
Married