**Gulfjobseeker.com CV No:** **99654**

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**OBJECTIVES**

Desire to exhibit my working abilities especially in a globally reputed people-oriented organization where I can get a competitive environment and apply my knowledge to the practical field in a global scenario to accomplished solid Initiation to my career.

# PROFESSIONAL EXPERIENCE

1. 3 years work experience of sales AT **‘’STASIS’’ UNISEX BOUTIQUE, LARNACA, CYPRUS** **(europe).**
2. 2 years work experience of sales, **AT STAPHANIS, ELECTRONICS, COMPUTERS & MOBILES SHOP, LARNACA, CYPRUS (EUROPE).**
3. 2 Year work experience of selling assistant  **AT OCRIAM KITCHENS, LARNACA CYPRUS.**
4. (Microsoft Office) 4 years of work experience of Stenographer Microsoft Word AS **GOVERNMENT EMPLOYEE IN PAKISTAN.**
5. 2Years of work experience as Receptionist & Assistant House Keeping **AT ALLYSSO** **HOTEL, LARNACA, (Europe).**
6. 3 Years of work experience as Waiter in **DALVERO CAFÉ & DINE, LARNACE, CYPRUS** **(Europe).**
7. 4 Years experience as Assistant Income/Sales Tax Consultant **AT KAISER LAW** **CONSULTS, SIALKOT, PAKISTAN.**
8. 4 Years experience As Assistant Manager Operations Export at **SIALKOT DRY PORT** **TRUST, SIALKOT, PAKISTAN.**
9. 4 Years experience as Assistant (STENOGRAPHER) District Suprintendent of Courts **AS GOVERNMENT** **EMPLOYEE, DISTRICT COURTS, SIALKOT, PAKISTAN.**

**EDUCATIONAL CERTIFICATION**

 **FACULTY YEAR INSITITUTE (Pakistan) MAJORS**

|  |  |  |  |
| --- | --- | --- | --- |
| BACHELOR DEGREE | 2000 | PUNJAB UNIVERSITY | English-History |
| DIPLOMA INFO. TECHNOLOGY | 2012 | STANDARD COLLEGE SIALKOT | IT |
| DIP. OF SHORT/HAND&TYPING | 1995 | PUBLIC COMMERCIAL COLLEGE | SPEED 35-45words/Min |

# KEY COMPETENCIES

* Interpersonal skills
* Communication skills-verbal and written
* Listening skills
* Problem analysis skills
* Attention to detail and accuracy
* Data collection and ordering
* Adaptability
* Initiative & stress tolerance

**PROFESSIONAL TRAININGS ATTENDED**

* Work place ethics
* Communication within the organization & towards esteemed customers

**COMPUTER SKILLS**

Good hands on Experience with MS Word, Excel and Power Point

# INTERESTS

**Basket Ball (Division Level) at School and College**. Foot Ball, Gym, Tennis and all world tournaments like Olympics/CW Games. Reading Books, Romantic Movies, Music

**LANGUAGES**

English, Bulgarian ,Greek, Hindi (fluently), Urdu (Native) & for Arabic (Learning/Quick Learner)

# Personal Details

**Gender**: Male

**Marital Status**: Single

**Date Of Birth:**  27-03-1978

**REFERENCES**

To be provided if required.