**Job Focus: Office Administration And Clerical, Assistant,** **Secretary, Document controller, Electronics Technical**

**Gulfjobseeker.com CV No:** **1415898**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

**Professional Objective**

To contribute towards the growth and development of a dynamic organization where there are ample opportunities to grow both professionally and personally and where I can utilize my skills, professional expertise, sound knowledge and experience in an efficient and effective manner.

**Professional Overview**

* Hardworking, reliable and enthusiastic, holds professionally esteemed qualification of **DAE(in Electronics technology) and having 1 years of vast& diversified work experience in Pakistan.**
* Strategic thinker with a track record of handling tasks and resources with systematic approach.
* Can effectively set priorities, lead, multitask & work in challenging & pressure driven work environment.

**Educational Background**

**Degree / Professional Qualification Grade Awarding Year**

**D.A,E In Electronics(Equal to Fsc) B 2008**

***Lahore Board ( Punjab University)***

**Secondary School Certification (Matric) A 2005 *BISE Rawalpindi, Pakistan***

|  |  |  |
| --- | --- | --- |
| ***Certification/Training*** | ***Duration*** | ***Institution*** |
| Computer diploma | 6 Months | Taibah Computer Academy |
| Graphic Designer | 6 Month’s | AGT Institute Of Technical & Professional Education Rawalpindi |
| English language course & Cabin Crew | 1 Month | Skill Development Council  (Islamabad) Qanzak Global Rawalpindi |

**Certification and Training**

**IT Proficiency**

|  |  |
| --- | --- |
| **IT Software Languages / Application** | **Skill Rating Level** |
| Computer application, Operating system, | Professional |
| Network essentials | Professional |
| Graphic designing, | Professional |
| Microsoft Office – All Versions (Word, Excel, PowerPoint, Access) | Professional User |

**Key Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office Management**  **Skills:** | *--* MS office 2013 with typing 40 wpm | *--Presentation skill* | *--Team head of conflicts resolution*  *--Office Management* | |
| **Software Skills:** | *--Windows(Xp,7,8.98)* | *--Urdu Inpage--*  *--Adobe Photoshop* | *--Corel Draw* |

**Language Skills**

* **English**
  + Speaking – Fluent
  + Listening - Excellent
  + Reading - Excellent
  + Writing - Professional
* **Hindi**
  + Native

**Personal Dossier**

### Date of Birth: January 16, 1990

### Marital Status: Single

### Gender: Male

### Nationality: Pakistani

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