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| CURRICULUM VITAE **Profile summary**   * 2 years of experience in travel agency as customer relation and data entry executive. * Very good idea in computer hardware and software.   Personal Data:  **Date of Birth** : 22-06-1990  **Sex** : Male  **Nationality**  :Pakistani  **Religion**  : Islam **Marital Status :** Single **LANGUAGES KNOWN**   * **English** (speak, Read & write) * **Hindi**  ( speak,) * **Urudu**(speak, Read & write) | **Gulfjobseeker.com CV No:** 255771  E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)  ARSALAN AZIZ  **Career Objective**  Being part of an organization with a relaxed and enriching working environment that offers exciting & challenging careers with excellent benefits and exceptional advancement opportunities.  **Professional Experience**  **Worked with Karwan-e- Barakati Travels and Tours , , Pakistan as Customer relation Data Entry Execute**  **June 2013 to July 2015**  **Job Responsibility**   * Handling the incoming customers * Check and verify the documents * Enter the details in to the system * Handle the queries of the customers   **Worked with Laptop City, , Pakistan as Service Executive from July 2012 to June 2013**  **Job Responsibility**   * Laptop repairing. * Installation of laptop and desktop * Installation all accessories like printer, scanner etc…..   **Worked with Karachi Health Authority, , Pakistan as Polio Vaccination in charge from April 2006 to May 2011**  **Job Responsibility**   * Manage the Vaccination team of four groups * Give the time and area schedules for the teams * Check the stocks and availability of the Polio vaccines. * Report to the Town Health Officer Liaquatabad. |
| **Academic Record**   * Intermediate in Commerce at Intermediate Education , Pakistan passed in 2012. * Matriculation from Board of Secondary Education Karachi. * Certificate course in Computer repair and network technitian9Board of technical education) * Certificate course in Graphic and Web Designing (Sindh of Technical Education)   **Software and Hardware Skill**   * M.S. Word, M.S. Excel, M.S. Power Point * Adobe Photoshop * All kind of hardware repairing and installation * Email & internet applications | |

Competencies

* Optimistic and energetic
* Focused in achieving goals
* Open minded and cooperative
* Committed to deadlines and schedules.
* Team player