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TO,

 THE H.R. MANAGER

With reference to search for employment with your esteemed organization please find enclosed my C.V and detail profile through attachment for your kind review.

I am certified in Computer Office Package & holding Dubai Driving License, as I am trying shape, formulating myself in different environments and trying to get sound knowledge.

With excellent Presentation & Interpersonal skills with strong communication skills. Therefore, I look forward for a formal meeting with you and it would be my pleasure to attain the same with you at your convenient time.

Looking for a Challenging position in a Dynamic, Sophisticated Organization which can utilize my potential to its full extent and where opportunities exist for the growth of my career and personality. And I am always ready to perform among the best of the best wherever and whenever given an opportunity.

Should you wish to contact me for formal meeting, please feel free to call me on below mentioned contact number.

Looking forward to a positive response from your end.

CURRICULUM VITAE

 Application for the Post of: - OFFICE WORK/ MESSENGER.

CAREER OBJECTIVE

To work under the well reputed organization and render my skill on challenging environment, Highly motivated and work with team spirit, get fine caliber on the subject and communication. Work with full dedication to the satisfaction towards my employer with most loyalty.

ACADEMIC QUALIFICATION

1. Inter mediate from Sargodha Pakistan 2001.
2. Certificate in Hafiz –e-Quran from District Board 2003.
3. Certificate in Computer (Office Package) from Oasis Institute UAE. 2008.

FIELD EXPERIENCE

* From 19 June 2005 till April 25 2008 I was performing my duty as Imam Masjid at Labour Camp of Bu Haleeba Cont. L.L.C.
* From 27th of April 2008 till date I performed my duty as document control, office messenger & transit + Driver to the Consultant’s.
* November 2009 till date working as representative and workshop Assistant, Office Messenger + Quality controller in AW Rostamani-Shift Leasing.

COMPUTER SKILLS

Operating System : MS DOS, MS Office, WINDOW’s 98, 2000, XP & Internet Explorer.

Drafting : Photoshop.

PERSONAL DETAIL’S

Date of birth : 10-01-1986.

Marital Status : Married

Languages known : Arabic, English, Urdu