#####   RANA

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| OBJECTIVEWork with honesty, devotion and interest in a professional environment, an environment where I can have the opportunity to bring my knowledge and skills into use for the best interest of my employer and all the people who I interact, and keep on finding the ways to improve personal and organizational performance.  |

PERSONAL INFORMATION

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| Date of Birth: 14th April, 1984Nationality: PakistaniSex / Marital Status: Male / MarriedReligion Islam.Current Residence Dubai, U.A.E Email: rana.273556@2freemail.com  |

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ACADEMIC QUALIFICATIONS

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| **Degree** |  **Institution** | **Year of passing** |
| **F.A** | Jinnah Memorial College, Lahore Pakistan. | 2001 |
| **Matric** | Govt High School Chuburji Lahore Pakistan | 1999 |
| **AutoCad** | University of the Punjab, Lahore, Pakistan | 2007 |

**WORK HISTORY**

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| **Sales Merchandiser** (June, 2012 to till date) |
| **Lenovo Computers Trading LLC Dubai.****(Innovation Direct Employment)** | **JobDescription** Lenovo Laptops and Tablets indoor selling at the floor as a merchandiser.(Plug Ins, Jumbo, Emax. Etc) |

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| **Salesman** (Oct, 2010 to Feb,2012) |
| **Whizz Computers Trading LLC** **Bur Dubai.****(Wholesale Dealer)** | **JobDescription** Deals in all kind of **IT** products as well as **Microsoft** products.Maintain Office and Store Record manually.Work as Administrator. |
| **Field Supervisor**  (Sep 2008, to March 2010) |
| Acme Services. (U-fone vender)Lahore, Pakistan | **JobDescription** Wapda power supply, N.O.C (TMA) |
| **Autocad Operator** (Oct 2007, to Aug 2008) |
|  | **JobDescription**Designing section especially to create a new design with creativity and computerized environment especially in CAD Technician is worth appreciation.Working drawing also.  |

ACQUIRED SKILLS

* Excellent marketing, communication & interpersonal skills
* Negotiation, convincing & presentation skills
* Numeric and statistical skills
* Stress management skills to sustain pressure
* Ability to maintain efficiency and effectiveness
* Behavior management and observational skills
* Adaptable and flexible to work pattern

IT & COMPUTER SKILLS

###### Windows 7, Windows 8, MS Office (Word, Excel, Access) and Internet

INTERESTS

Reading books,Surfing internet, playing cricket, watching TV etc