CURRICULUM VITA

* Marital Status : Married
* Experience : 5 year In Designing
* **Experience :** 10 Year

**Profile:**

Seeking a position in an organization that offers a creative, dynamic and professional environment, Where my education, training, professional skills and proven abilities can be fully applied, which also groom my practical and managerial skills with diversifying projects and tasks.

I work in a responsible and challenging position in a professional organization where I utilize my professional skills, knowledge and my entire personality for the betterment of the organization and implement better ways and means to achieve the organization goals and objectives   
 I ‘m a highly motivated self starter and a very comfortable at working in a team. I ‘m a quick learner and genuine hard worker. I can be trusted to perform under pressure and finish my assignments within deadlines. I have typing speed 45-50words per minute.

**Education :**

( Jul 2010 – Aug 2011 ) **DBMS & WGD.**

**Govt. Vocational Training Institute, Sialkot.**

**Learn:**

* Web & Graphic Designing.
* Windows Installation and Configuration ( 98, XP , 7 , 8 )
* Applications / Programs , Drivers Installation.
* Configuration and troubleshooting of Computers
* MS-Office ( Word, Excel , P.Point, Access, Outlook , Front Page)
* Database Management System
* Inpage Urdu Professional
* Adobe Acrobat Professional
* Internet Browsing / Searching
* E-Mail Accounts ( Create and Operate )
* Networking ( Cable Connectors Making and Troubleshooting )

( Sep 2011 – Aug 2012 ) **B.A**

**Punjab University**

( Sep 2008 – Aug 2010 ) **F.A**

**Gujranwala Board.**

( Apr 2006 – Jul 2008 ) **Metric**

**Govt. High School Mrakiwal**

**Training:**

( Jul 2011 – Aug 2011 ) **Web Graphic Designer**

**Progressive Web Solution Company , Sialkot.**

Work:

* Web Designer
* Database Operator
* Data Entry
* Managing Files and Records
* Adobe Photoshop Designing & Editing
* Corel Draw Graphic Designing
* Inpage With Professional typing
* Networking
* Online Data Feeding
* Domain Registration
* Designing web Template and logo or PDF and Catalogs
* Re-sampling of any products with Photoshop

( Sep 2011- Jan 2012 ) **Lab In charge**

**Hafiz Computer Academy, Sialkot**

Work:

* Windows Installation Configuration
* Programs / Drivers Installation
* Configuration and Troubleshooting of Computers
* Windows Installation Configuration
* Managing files and Test Records of Students
* Teach Basic Skills of Computer

**Employment History:**

( Oct 2012 – Jan 2013 ) **Lab Assistant**

**Vocational Training Institute, Sialkot**

Work:

* Windows Installation Configuration
* Configuration and Troubleshooting of Computers
* Computer Hardware Repairing
* Managing files and Test Records of Students
* Teach Basic Skills of Computer

( Jan 2012 – Sep 2012 ) **Computer Software Operator**

**Accompany Surgical Sialkot PVT ( LTD )**

Work:

* Web & Graphic Designer
* Managing files and Employee Records
* Designing forms
* Prepare Office Documents
* Configuration and Troubleshooting of Computers
* Word Processing
* Spreadsheet Processing

( Oct 2012 – Jan 2016) **Inventory Manager & Store In charge**

**Ashraf Industry PVT (LTD) Sialkot.**

Work:

* Managing files and Employee Records
* Prepare Office Documents
* Designing forms
* Windows Installation Configuration
* Control All inventory items
* Check the stocks of pending orders

**Employability:**

I’m able to work in the following positions:

* Computer Operator
* Office Assistant
* Data Entry Operator
* Store In charge
* Lab Control
* Trainee Programmer
* Network Assistant
* Data Collection Assistant
* Data processing Operator
* Web Editor
* Any computer work I do.

**Additional Skills:**

* Adobe Photoshop
* Corel Draw Graphic
* Adobe Dreamweaver
* HTML
* CSS
* Web Editing
* Internet Downloading and Uploading
* Computer Hardware Maintain and Repairing
* Computer Errors understand and Solve
* Window 8 and driver Installation
* Do work on company software
* Inpage ( with Professional Typing Speed )
* Ms office ( Typing Speed 50 wpm )
* Data Recovery
* Working with ( Windows Xp , Windows 7 , Windows 8 )
* Networking Lan Type
* Virus Removal

**Interests & Activities:**

* Besides working I like to read books. I like to update and improve my Knowledge about Computer and my employment skills through internet.
* I play Football, and Martial Arts Fitness Steps.
* My best hobby searching and struggle creating new things.
* No Smoking No Drinking.
* Prayer 5 Times.
* Free Time on computer using internet .

**First Name of Application CV No:** 1670646

Whatsapp Mobile: +971504753686

