**First Name of Application CV No 1681140**

Whatsapp Mobile: +971504753686



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Accomplished, motivated and versatile developer, support with 04 years of experience as a Office Assistant, Co-workers as well as for delivering and implementing advanced software solutions to small And medium-size businesses Seeks the next big career challenge and an opportunity to Apply his knowledge and expertise on a larger scale. Innovative and driven, consistent over-Achiever, excellent co-coordinator and organizer,

**EDUCATION**

* **B.com** 2nd division from Sindh University Jamshoro
* **Intermediate**  from Govt Degree College Shahdadpur,
* **Matriculation from**  Govt Boys High School shahdadpur

**Technical Education**

* **DIT** (**Diploma Of Information Technology**) From **S.B.T.E** Karachi 2009

**EXPERIENCE**

* Successful track record of problem solving and Documentation to enhance Management satisfaction
* 4 Year Experience Office Assistant in Ufone Franchise Shahdadpur pakistan

(1 Jan 2009 to Dec 2012)

* 3 Year Experience Computer Operator in NICE (National Institute Of Computer Education ) Shahdadpur

(1 Jan 2013 to Dec 2015)

**PROFILE*:-***

* D.O.B: 14-03-1987
* Language: English (Written & Spoken)

 Urdu (Written & Spoken)

 Sindhi (Written & Spoken)

 Punjabi (Understanding)

 **Skills:**

* Managing MS Office work (MS WORD, MS EXCELL, MS POWERPOINT)
* Collecting all updates which running Program
* Good Behavior in All Meetings
* Successful track record of problem solving

**Practiced Operating Systems:**

* Windows XP 1998,2000,Profesional
* Windows 7 (2010)
* Windows server 2003
* Windows 8 & 10