**Bilawal**

Dubai , UAE

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| Objective |   I intend to earn myself a challenging career working for a progressive organization, which offers its employees opportunities for professional and personal development. An excellent communicator who enjoys working with a diversity of people and has a firm grasp of team work and using my initiative. Focused and dedicated to achieving above and beyond targets set.   |
| Qualification | **Diploma In General Safety From (AGT) Collage Rawalpindi** **Graduation B.S English Linguistic From Sindh University Jamshoro** |
| Professional profile  | * **Worked as Telecommunication at Mobilink Pakistan**
* **Safety Management**
* **House Hold Management And Service**
* **Sales & Marketing**
* **Customer Service & Relationship Management**
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| Work Experience | **3 Year Teaching Experience In English Model School as a General Teacher.****4 Month Customer Care service In Ufone Office Pakistan as a Customer Care Officer.****1 year office management and Look after and handling Problems** |
| Professional Skills  | * Excellent administration and Management skills
* Excellent Analytical & problem solving skills
* Good team player & enjoy working with a diverse group of people
* Excellent communication skills in English , Urdu and Sindhi
* Motivation & counseling Skills
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| Training & Courses | * Certificate In fluency In English Language From Oxford University Press Pakistan
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| Computer Literacy | * Microsoft Office:
	1. Ms Excel: Excellent command on handling data base using pivot tables, Links, functions, graphs, charts etc.
	2. Ms world: Preparation of letters and Memo’s
	3. Ms Power point: To prepare presentations and management reports.
* Miscellaneous: DOS, Windows XP, Window Vista, Internet Explorer, Microsoft Outlook
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| LANGUAGE  |  Fluent English, Urdu & Sindhi Siraiki |
| Personal Information | * Date of birth :-05-03-1993
* Nationality : -Pakistani.
* VISA : - Visit
* Marital Status :- Single
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