**CURRICULUM VITAE**

**CAREER OBJECTIVE**

To secure a challenging career with dynamic, servicing, progressive organization in order to utilize my abilities, knowledge and personal acumen with integrity contribute in the development.

**EMPLEYEMENT HISTORY**

1. **ORGANIZATION: SERVOMATIC TRADING LLC - DUBAI**

* **Period:** 02-01-2007 TO 06-05-2009
* **Designation:** Sales man, indoor it fields products

1. **ORGANIZATION: XFORM TRADING LLC - DUBAI**

* **Period:** 03-02-2010 TO 05-04-2014
* **Designation:** Sales executive , & purchasing goods for Yemen, Syria, Jordan

1. **ORGANIZATION:** **HERO COMPUTER SYSTEMS LLC -DUBAI**

01-03-2015 TO 30-12-2015

Sales executive & importing goods from china demanding upon customers

Handling legal cases of the company

**Description:** Telephone skills, Typing, Documentation skills, Meeting Planning, maintaining credit limit for the customers ,Verbal Communication, Written Communication, Dependability, Attention to Detail, Multitasking, Creative, Innovate

**EDUCATION BACKGROUND:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | **YEARS** | **INSTITUTIONS / BOARD** | **GRADE / Division** |
| **Bechlor** | 2006 | University of khairpur (PAK) | 2nd Class |
| **Intermediate** | 2003 | GOVT:PILOT COLLEGE LARKANA (PAK) | 2nd Division |
| **Matriculation** | 2001 | GOVT:SHAIKH ZAID HIGH SCHOOL LARKANA (PAK) | 2nd Division |
| **I LET,S FROM MALAYSIA SLC COLLEGE** | | | |

PERSNOL APEARANCE:

Over 7 years working experience in (UAE) in the IT fields and having a good knowledge.

**SKILLS:**

* Telephone skills, Typing, Documentation skills, Meeting Planning, Verbal Communication, Written Communication, Dependability, Attention to Detail, Multitasking, Creative, Innovate
* Ability to manage own time effectively.
* Ability to work under pressure
* Able to handle multitasks
* Excellent of competency in computers.
* Positive outlook
* Excellent Communication Skills.
* IT, Software Programming Systems + MS Office Full Package (Microsoft word – Eexcel )

**PERSNOL INFORMATION:**

* **DATE OF BIRTH :** 01-03-1988
* **MARITAL STATUS :** Single
* **RELIGION :** Islam
* **NATIONALITY :** Pakistani
* **MOTHER TONGUE :** Sindhi

**COMUNICATION SKILLS:**

**ENGLISH , SINDHI, URDU ,ARABIC**

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