***PERSONAL INFORMATION***

***Career objective***

***To join a well renowned organization with a challenging atmosphere, this will enhance my skills and can stretch me to learn more to become a useful employee for the organization and to become the best in my field. I have a strong professional background with abilities to adapt and grow according to organizational demands and at the same time, give me an opportunity to sharpen my skills with a chance to grow professionally.***

***PERSONAL INFORMATION***

1. ***Name : RIZWAN***
2. ***RIZWAN.285250@2freemail.com***
3. ***Date of birth: 02, March, 1991***
4. ***Nationality : Pakistani***
5. ***Marital Status : UNMarried***

***ACADEMIC RECORD***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Degree / Certificate***  | ***Board / University***  |  | ***Year***  |
| ***Matriculation*** | ***Abbottabad Board*** |  | ***2008*** |
| ***F.SC*** | ***Abbottabad Board***  |  | ***2010*** |
| ***B.com*** | ***Hazara University***  |  | ***2012*** |

* ***COMPUTER LITERACY***
* ***knowledge in the usage and troubleshooting of Microsoft windows XP and Microsoft Windows VISTA, 7 and windows 8 as well as:***
* ***M.S Office (Word. Excel. PowerPoint)***
* ***Internet Browsing***
* ***EXPERIENCE***

***1year experience as a salesman in Medical store.***

***1 year experience as a Marketing Officer in car leasing company.***

 ***2 year experience as a Account Clark in Building Constriction Company.***

***6 month experience as a Computer Operator in AOL***

***INTEREST & ACTIVITIES***

* ***Studying books***
* ***Net browsing***
* ***LANGUAGES***
* ***Hindko (Native)***
* ***Urdu (National)***

***English (Fluent)***