**umar**

 **E.mail:** **umar.287920@2freemail.com**

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| **OBJECTIVE** |

To work in an organization as an integral part of it and accomplish the job assigned in a better way. I’m looking for a highly challenging and dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

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| **Educational career** |

**Graduation (B.Com] 2012 University of Punjab**

**HSSC/Intermediate (I.Com] 2009 F.B.I.S.E. Islamabad**

**SSC/Matriculation (Computer Science) 2007 F.B.I.S.E. Islamabad**

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| **Personal information** |

* Date of Birth : 05th Jan, 1990
* Marital Status : Single
* Religion : Islam
* Nationality : Pakistani

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| **DRIVING LICENSE DETAILS** |

* DATE OF ISSUE : 20.03.2016
* DATE OF EXPIRY : 20.03.2026
* ISSUING PLACE : DUBAI / MOTOR.CYCLE

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| **job experience** |

**COMPANY NAME : BALLA TIKKA HOUSE RESTAURENT**

DESIGNATION : RECEPTIONIST

PERIOD : 2 YEARS

**COMPANY NAME : BUNNY’S TANDOORI RESTAURENT**

JLT JUMERA LAKE TOWERS DUBAI

DESIGNATION : RECEPTIONIST

PERIOD  **:** FROM 05.01.15 TO UNTILL NOW

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| **pROFESSIONAL courses/certificates** |

* Basic Computer Course For 6 Month
* AUTOCAD DRAFTING & (2D&3D) For 6 Month

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| **Computer Skills** |

* Operating Systems: Windows-2000/Xp/Vista
* Microsoft Office
* Internet Browsing

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| **Interpersonal skills**  |

* Team work spirit & motivation
* Energy enthusiasm and motivation to work hard
* Excellent communication skills
* Abilities to make other understand own viewpoint

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| **Languages**  |

* Fluency in English, Urdu & Punjabi

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| **Reference** |

* Will be furnished on demand