**Curriculum Vitae**

Quaiser

[Quaiser.309544@2freemail.com](mailto:Quaiser.309544@2freemail.com)

Objectives:

To achieve a successful by hard & sincerity to my profession. My Objective is to be with a professionally managed target oriented organization.

PERSONAL INFORMATION:

Date of Birth: 06-09-1986

Religion : Islam

Nationality: Pakistani

Domicile: Punjab (Attock)

**Academic Education**

* + SSC 2002 B.I.S.E Rawalpindi
  + I.C.S 2004 B.I.S.E Rawalpindi
  + B.A 2011 Allama Iqbal Open University, Islamabd.

**Computer Diploma**

|  |  |
| --- | --- |
| Diploma In Computer Application (DCA) | Six months Dimploma in Computer Application from Govt. Gordon College Rawalpindi. |

**Experience**

* Four Years’ experience in Library as “Library Assistant” in Punjab College of Information Technology.
* Four Years’ experience in Admission Office as “Computer Operator” in Punjab College of Information Technology.

**Computer Knowledge**

MS Office (Word, Excel)

Communicate well and confidently others.

**LANGUAGES**

Good communication in English, Urdu and Punjabi.

Reference will be furnished on demand.