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| JAMSHEDJAMSHED.332821@2freemail.com  |

**PERSONAL INFORMATION**

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**DATE OF BIRTH**:

13-September-1991

**Marital Status**:

SINGLE

**RELIGION:**

ISLAM

**Visit Visa:**

**Entrance in UAE**:

January 8, 20117

**Expires:**

March 29, 2017

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**OBJECTIVE**

Seeking to get a career oriented job in a professional environment that offers utilization of my skills and provide learning opportunities to keep pace with advanced ideas.

**SCHOLASTIC CARRIER**

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| YEARS OF COMPLETION/ TITLEOF DEGREE | DIVISIONCGPA | INSTITUTION |
| 2016 | MBA (Insurance& risk management)  | 3.18 | UNIVERSTY OF PUNJAB |
| 2012 | B.COM | 1st | UNIVERSTY OF PUNJAB |
| 2010 | D.COM | 1st | PUNJAB BOARD OF TECHNICAL EDUCATION |
| 2008 | MATRIC | 1st | MULTAN BOARD |
| 2008 | COMPUTER SHORT COURSE |  | PUNJAB BOARD OF TECHNICAL EDUCATION |

**TECHNICAL SKILLS**

1. Familiar with Microsoft office (Word, Excel, Power Point)
2. Familiar with adobe Photoshop

**MANAGEMENT SKILLS**

Customer Satisfaction, Effective communication skills, Team building, Time bound, Problem solving and decision making, Data verification.

**EXPERIENCE**

* 2 year in State Life Insurance as Sale Executive
* 1 year experience in Sawera departmental store as Sales man
* 1 year in Tagma Pharma Pvt (Ltd) as Account Officer
* 1 year in Al Rehman housing scheme as Accountant
* Successful execution of The Service Leadership Workshop of TCS Company Octara

**EXTRA CURRICULAR ACTIVITIES**

* Managed different events as an organizer successfully.
* Actively participated in all social activities during whole educational period.

**COMMUNICATION SKILLS**

* **SPEAKING**: Urdu, English, Punjabi
* **WRITING**: Urdu, English, Punjabi
* **READING**: Urdu, English, Punjabi