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**Nasir**

Rawalpindi Pakistan.

**Email:** [nasir.343528@2freemail.com](mailto:nasir.343528@2freemail.com)

**Career Objective:**

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

**Personal Information:**

**Nationality:** Pakistani.

**Date of Birth:** 03, September, 1988.

**Gender:** Male.

**Marital Status:** Married.

**Religion:** Islam.

**Academic Information:**

1. **Matric (Jan-2005 - June-2007)**

**Subject:** Science.

**Division:** 2nd

**Board:** Federal Board.

1. **Intermediate (Feb-2007 – Oct2009)**

**Subject:** Computer, Math, State.

**Division:** 2nd

**Board:** Federal Board.

1. **BSCS/IT Honors (September-2012 –September-2016)**

**(Preston University Islamabad)**

**1st Semester GPA:** 4.0

**2nd Semester GPA:** 3.6

**Summer-I Semester GPA:** 4.0

**3rd Semester GPA:** 4.0

**4thSemester GPA:** 3.4

**Summer-II Semester GPA:** 4.0

**5th Semester GPA:** 3.7

**6th Semester GPA:** 4.0

**Summer-III GPA:** Internship (Askari Bank)

**7th Semester GPA:** 3.6

**8th Semester GPA:** 3.2

**Summer IV Semester GPA:** 3.3

**Professional Qualification:**

**1. Auto Cad (Aug-2009 - Oct-2009)**

**Institute:** Construction Technology Training Institute Islamabad.

**Remarks:** Grade A

**2. Civil Draftsman (June-2009 – July-2009)**

**Institute:** Alnoor Academy

**Remarks:** Grade A

**Job Experience Detail:**

**1. Store Keeper Auto parts & Accessories (Jan-2010 – October-2012)**

**Organization:** Sigma Motors Ltd (Land Rover).

**Tasks:** Mailing and Updating Online Orders, Handling Inventory Stock (Inventory Sheet) and updating to Manager, Updating Expenses in Excel Sheets, Handling Data Base and Backup of the Previous Records etc.

**Location:** Islamabad (Pakistan).

**2. General Banking and Operations (June-2015 – September-2015)**

**Organization:** Askari Bank Limited

**Tasks:** Handling and Updating Customers Records and Accounts,Maintaining Expenses, Balance Sheets, Credit and Debit Record

Maintaining, Dealing Customer’s Locker etc.

**Location:** Rawalpindi (Pakistan).

1. **Computer Operator (Oct-2015 – November-2016)**

**Organization:** National Maternal Newborn and Child Health (MNCH) Program

**Tasks:** Children Vaccinations Record, New Born Children Records, Register

Name of Children and Parents, Discharge Certificate Issuance,

CCTV monitoring etc.

**Location:** Lahore (Pakistan).

**Computer Skills:**

* Operating System (Win XP, Win Me, Win Vista, Win 2000\_2012, Win 7, 8 &10).
* Microsoft Office (World, Excel, PowerPoint, Access, Outlook).
* Installation Windows and Software.
* Computer Hardware.

**Languages:**

**1.** Urdu

**2.** Punjabi

**3**. English