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| Javed | javed iqbal horizontal lineF:\New folder\Javed\New folder\DATA\10377024_1602539443299168_4337178186098712926_n.jpgEmail: [javed.348047@2freemail.com](mailto:javed.348047@2freemail.com) horizontal line |
| Skills | * **Communication & Presentation Skills.** * **Business Innovation & Business Development Planning.** * **A productive team player** * **MS-Office, Hardware, Software, Windows xp,7 Installation, troubleshooting** * **Good command in the following Software** * **Inpage, Corel Draw** * **Adobe Photoshop, Auto CAD** * **Internet surfing, E-Mail** * **English Typing speed 40 w.p.m** * **Urdu Typing speed 35 w.p.m.** |
| Job Experience | horizontal line Office Assistant –Cum- Data Entry Operator **Current job**  **Marie Stopes Sociey (RHF) Project**  Current Salary: 25000 3 Year Experience as Office Assistant cum Data Entry Operator in Maries Stopes Society Reproductive Health Franchises Project.  **Job Description:**  Data Entry, Office Assistant, Monthly Consumption and Supply Reports. Bio Matrix Attendance Report, Manual Attendance, Record of receiving and Sending post Printing, Scanning. Computer Operator**City Hospital Minchinabad** 4 Year Experience as Computer Operator in City Hospital  **Job Description:** Data Entry, MS-Office, Hardware, Software, Windows xp, 7 Installation, Inpage, Corel Draw, Photoshop, Auto CAD Internet, E-Mail EnumeratorHTSPE (Benazir Income Support Program Survey) 45 days experience as Enumerator (Data Collector) in Field Survey Benazir Income Support Program (HTSPE) Minchinabad.  **Job Discription:**  Data Colleting, Data Handling, Data Submitting, Meet With people. |
| Education | horizontal line Matric-2002Govt. Model High School Minchinabad Matric Science,  53% Marks ICS-2006Govt. Post Graduate College Bahawalnagar. Subject ICS-Math, Stat, Computer Science  52% Marks B.A-2008Govt. Degree College Minchinabad Subject B.A, Economics  63% Marks M.A-2015IUB Bahawalpur M.A Islamiat  45% Marks |
| Professional Qualification | horizontal line B.Ed-2013AIOU Islamabad 63% Marks  **Diploma of Computer Operator/ Office Assistant**  8 Months Diploma from VTI Minchinabad  **Auto Cad Operator**  3 Month Diploma from NAVTEC Lahore  2D, 3D Drafting |

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| Personal Information | horizontal line  **Marital Status: Single**  **Date of Birth: 16-01-1987** |

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| Languages | horizontal line  **Proficient in Urdu, Punjabi and English** |

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| Reference | **horizontal line**  **Will be furnished on demand.** |