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| Javed  | javed iqbalhorizontal lineF:\New folder\Javed\New folder\DATA\10377024_1602539443299168_4337178186098712926_n.jpgEmail: 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.**
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| Job Experience | horizontal lineOffice 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 CADInternet, E-Mail Enumerator  HTSPE (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 lineMatric-2002Govt. Model High School MinchinabadMatric Science, 53% MarksICS-2006Govt. Post Graduate College Bahawalnagar.Subject ICS-Math, Stat, Computer Science52% MarksB.A-2008Govt. Degree College MinchinabadSubject B.A, Economics63% MarksM.A-2015IUB BahawalpurM.A Islamiat45% Marks |
| Professional Qualification | horizontal lineB.Ed-2013AIOU Islamabad63% 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.** |