[**360457@gulfjobseekers.com**](mailto:360457@gulfjobseekers.com)

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| **Aim and Objective:** |

Challenging position in your field, which will give me the best possible opportunity and job

Satisfaction to prove my ability based on my education and experience which was gained.

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| **Personal strengths:** |

* Clear cogent communicator with excellent written and verbal skills
* Systematic and organized individual committed to successful results
* Can be easily trained and can work with less supervision
* Hard working and goal oriented Human Resources Coordinator with good managing skills
* Enthusiastic team player with proven interpersonal skills
* Good interpersonal skills
* Self-motivated coordinator with a “Service with a Smile” attitude

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| **Qualification:** |

**YEAR DEGREE INSTITUTE Grade**

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| 2012-2014 | Diploma of Mechanical Engineering | Indus institute of higher education Karachi | *85% (A)* |
| 2009-2010 | Matric(Sindh Board Of Secondary Education) | Methodist school Karachi | *B* |

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| 2012 (February) | MS-OFFICE COURSE | The designers academy, Computer training school |  |

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| **Experience:** |

**2014-2015:**

As an **IT charge** at The Smart School Shah Faisal Colony Karachi, Pakistan.

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| **Technical Skills:** |

* Internet
* MS-Office
* Auto-CAD
* Familiar with Internet and other network applications
* Customer Service
* Windows 98 / XP/ Vista

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| **Personal Characteristics:** |

Team player, readily accepts challenges

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| **Languages:** |

English, Urdu, Punjabi, Hindi

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| **Reference :** |

References available upon request.