**Hamza****hamza.360944@2freemail.com**

**CAREER OBJECTIVE:**

* **CAREER OBJECTIVE:**

To reach an apex position in a reputable organization where I shall prove myself well organized personnel and I shall work hard for the rapid progress of the organization with all my potentials.

* **CAREER PROFILE/SKILLS:**
* **Data Entry Operator**
* **Web Researcher.**
* **Lead Generator.**
* **School Computer Teacher**
* **PROFESSIONAL WORK EXPERIENCE:**
1. **Organization:** **ACC Computer Center.**

**Duration:**  3-year Experience

**Designations:** **Data Entry operator**

* **Responsibilities:**
* Data Entry.
* Report making.
* Software maintenance(MS office, window installation e.t.c)
1. **Organization:** **Upwork.com**(Online Company old name “odesk”)

**Duration:**  2015– Continue (part time)

**Designations:** **Freelancer**

* **Responsibilities:**
* Lead Generation, for business dealings.
* Web research for planning and development.
* Data entry and organizing.
1. **Organization:** **GOVT.Elementary School Railway Station Lodhran**

 (Government sector)

**Duration:**  One Year

**Designations:** Internee (Computer Teacher & Lab attendant)

* **Responsibilities:**
* Teaching Computer Subject.
* Exams and reports Paper composing.
* Photo copying papers.
* Computer maintenance ( software& hardware)
* Lecture scheduling.
* **ACADEMIC EDUCATION:**

|  |  |  |
| --- | --- | --- |
| **DEGREE** | **EXAMINING BODY:** | **YEAR** |
| BS(honor) Computer Science | Islamia University of Bahawalpur (I.U.B), Pakistan. | 2015 |
| Intermediate | Board of Intermediate and secondary Education Multan, Pakistan. | 2011 |
| Matriculation | Board of Intermediate and secondary Education Multan, Pakistan. | 2009 |

* **CERTIFICATION/ ADDITIONAL SKILLS:**
* **MS Office** (All versions, esp. MS Word, MS Power Point, MS Word and MS

Excel)

* **PERSONAL INFORMATION:**

**Date of Birth** : 28/02/1994

**Religion**  : Islam

Nationality : Pakistan

Marital status : Single

* **Languages:**

**English (Read + Write + Understand)**

**Urdu (Read + Write + Understand)**

**Hindi (Understand)**

**Arabic (Read + Write)**

* **Reference:**

 **Will be furnished on demand.**