**CURRICULUM VITAE**

Rawail

[Rawail.363521@2freemail.com](mailto:Rawail.363521@2freemail.com)

**JOB APPLIED FOR :-**

* Sales executive
* Promoter/ volunteer
* Teaching Assistant
* Teacher
* Receptionist
* Librarian
* Assistant Librarian

**SELF PROFILE :-**

Hardworking, Sincere, Motivated, Highly Organised, Self Motivated, Career Oriented, Efficient, have ability to establish priorities, have excellent communication skills, good teaching skills.

**CAREER OBJECTIVE :-**

* To bring success to the organisation by contributing through my knowledge and skills.
* Deliver Highest level of results and services in my job responsibilities.
* Seek to grow personally and professionally.

**EDUCATIONAL QUALIFICATION :-**

* **2015 :** IGCSE (Business Subjects)

" Wesgreen International School , Sharjah , UAE "

* **2016 :** AS Level (Business Studies)

"Wesgreen International School, Sharjah, UAE "

* **2017 :** Currently Doing B.Com (Privately) from Punjab Collage, Pakistan

**EXPERIENCE :-**

* Took home tuitions at home for grades 1 to 4
* Worked with a Private Company (Al Zahra Furniture) for 2 Year as an Account Assistant and Office Assistant.
* Worked as a Volunteer in Wesgreen International School

**COMPUTER SKILLS :-**

* Have Excellent knowledge of computer operation including :-
* All kind of documents (Ms-Word, Excel, Power point, Access, FrontPage, Outlook Express.)
* Have Excellent Typing Speed.
* Complete Knowledge of using Internet and related software.

**OTHER SKILLS: -**

* Critical Thinker, Decision Maker and Problem Solver.
* Ability to work as team.
* Excellence personal communication & Computer Skills.
* Management skills : Influencing, leading, Delegating abilities.
* Efficiency in interaction with people.
* Teaching Skills.

**LANGUAGE KNOWN :-**

Urdu, Hindi, English, Little Arabic.

**VISA Status :-**  Residence Visa