**Curriculum Vitae**

**RANA**

**RANA.366227@2freemail.com**

**Career Objectives:**

To work in a challenging and creative environment and effectively contribute towards the goals of organization.

**Profiles:**

A confident and diligent person with good analytical Communication skills. An active team player, persevering and proactive.

**Experiences:**

**Mahmood Textile Mills Ltd (Muzaffargarh, Pakistan)**

July 2013 - Aug 2015

**Security Supervisor**

* Monitors staff and Access Control
* Patrolling
* Monitor surveillance equipments, Alarms and CCTV
* Protect people, property and premises
* Making schedule for staff
* Writing and submitting Security logs

**Iqra Shopping Center (Muzaffargarh, Pakistan)**

Feb 2012 - Nov 2012

**Computer Technician**

* Install Software’s and configure drivers
* Install Hardware and Repairing
* Troubleshooting a variety of computer issues
* Keep records of repairs and fixes for future reference

**Personal Skills:**

* Highly tolerant against stress, solution oriented attitude.
* Self Confident, Sincerity, Hard Working, Punctuality.
* Computer literate having knowledge of Operating Systems.
* Operate a range of office machines such as photocopiers and computers.
* Professional Skills in “Windows, Word, Excel, Access, PowerPoint, and Internet”.

**Social Works:**

**AL-Khidmat Foundation Organization, Pakistan**

**Responsibilities**

* Very keen of social workings to assist needy peoples of Society.
* Use of ORS and Zinc as well as domestic preparations.
* Excellent personal, Teamwork, organization equalities.
* Educating community about safe Drinking Water and Sanitation.
* Counseling about Maternal nutrition.
* Provide training to new and existing staff as needed.
* Organize travel schedules and book reservations.
* Responsible for handling Petty cash.
* Carry out billing, collection and reporting activities according to specific deadliness.

**Academic Qualifications:**

|  |  |  |
| --- | --- | --- |
| • | M.A (English) | Shah Abdul Latif |
|  | Aug 2016 | University |
| • | Bachelor in Arts | Shah Abdul Latif |
|  | Jan 2014 | University |

* Intermediate in

|  |  |  |
| --- | --- | --- |
|  | Premedical | Saint Saviours |
|  | July 2012 | High School/College |
| • | Matriculation | Saint Saviours |
|  | July 2010 | High School/College |
| • | Associate Engineer(DAE) | Allama Iqbal |
|  | in Mechanical (3 years) | Technical College |
|  | Sep 2016 |  |  |

**Other Courses:**

**City Hall Institute, Muzaffargarh**

* Diploma in Computer Applications (DCA)

**Personal Info:**

|  |  |  |
| --- | --- | --- |
| • |  |  |
| • | D.O.B: | 3rd of March, 1993 |
| • | Nationality: | Pakistan |
| • | Languages Known: | English & Urdu (Hindi) |
| • | Marital Status: | Single |
| • | Visa Status: | Visit Visa |

**Declaration:**

I hereby declare that the above information and particulars are true and correct to the best of my knowledge and belief.