

|  |  |
| --- | --- |
|  | **Adnan**  |
| ***EMAIL ID:*** | Adnan.369527@2freemail.com  |
| ***ADDRESS:*** | Karachi Pakistan |
| ***AVAILABILITY:*** | Immediately |
| ***LANGUAGE:*** | English, Urdu & Punjabi |

|  |
| --- |
| ***PROFESSIONAL OBJECTIVE:*** |
| To use knowledge, skills and experiences in transforming the opportunity at entry or middle level into a strong sustainable career with continuous learning and improvements ultimately adding organizational value. |

|  |
| --- |
| ***ACADEMIC CREDENTIALS:*** |
| ***QUALIFICATIONS*** | ***INSTITUTION*** | ***YEAR*** | ***STATUS*** |
| ***Bachelor of Commerce***  | University of Karachi.  | 2017 | Continue.  |
| ***Higher Secondary School Certificate (HSC)/ Intermediate*** | Board of Intermediate Education Karachi. | 2013 | Passed. |
| ***Secondary School Certificate (SSC)/ Matriculation*** | Board of Secondary Education Karachi.  | 2011 | Passed. |

|  |
| --- |
| ***PROFESSIONAL EXPERIENCE-SUMMARY:*** |
| ***DESIGNATION*** | ***ORGANIZATION*** | ***TENURE (YEARS)*** |
| ***OPD Receptionist***  | ***Liaquat National Hospital and Medical College Karachi.***  | **02 ½ Years**  |
| ***CSR***  | ***Pizza Hutt Karachi.***  | **11 Months** |
| **Quality Auditor**  | International Textile Limited.  | **1 ½ Years**  |

|  |
| --- |
| PROFESSIONAL SKILLS & CAPABILITIES: |
| Certificate In Information Technology from Infra Professional  |
| Assessing Vital Signs from Liaquat National Hospital and Medical College.  |
| Inter-personal Competence. | Business & Financial Analysis. |
| Strong vision and motivation. | Reliable and trustworthy. |
| Leadership and Team building Skills. | Presentation and selling skills. |
| Ability to People Management. | Hard working & solution-oriented |