** CURRICULUMVITA**

**ALI**

**Ali.370546@2freemail.com**

**CAREER OBJECTIVE:**

To seek a challenging position and offering responsibility, challenges and rewarding experiences and at the same time maintaining a high standard of performance and business ethics.

**VISAT VISSA 3month:**

**WORK EXPERIENCE:**

* 1 year experience as a office assistant in BISP (Benazir Income Support Program) (Pakistan)

**EDUCATIONAL QUALIFICATIONS:**

* SSC (Secondary School Certificate) Pakistan
* Diploma in Computer Hardware (**6** months) Pakistan

**COMPUTER SKILLLS:**

* **Basic Knowledge of Computer**
* MS Word, Excel, Power Point, In Page
* Computer Typing, Fax, Printing and Scanning

**STRENGTHS:**

* Energetic, Hardworking ambitious and able to perform multi task at same time,
* Quick learner, Accepting challenges.
* Effective co-ordination and team working, Self-Correspondence.
* Ability to take new responsibilities.

**PERSONAL DETAILS:**

MARITAL STATUS : Single

LANGUAGES KNOWN : English, Urdu & Hindi

RELIGION : Muslim

NATIONALITY : Pakistani

**PASSPORT DETAILS:**

**DECLARATION:**

I, hereby declare that all the details above are true to the best of my knowledge and belief.