**NAVEED**

E-mail: naveed-393874@2freemail.com

**Objective:** Seeking a career in an organization wherein I can contribute, learn, grow and climb to the corporateladder of success thereby shouldering more responsibilities. A high regard for collaboration and teamwork.

**ACADEMIC QUALIFICATION**

* **Matriculation** with **Science** from **Karachi Board** in **2002**
* **Intermediate** with **Commerce** from **Karachi Board** in **2005**
* **BLIS** from **Allama Iqbal Open University** in **2018**

**PROFESSIONAL EXPERIENCE**

* as a **Computer Operator** (February 1, 2003 to 31 July, 2007)
* a **Data Entry Operator** (August, 2010 to December, 2012)
* as a **Computer Operator (**January, 2013 to May, 2014)
* as a **Computer Operator** (June, 2014 to September, 2016)
* as a **Computer Operator** (October, 2016 to 31 May, 2019)

**INFORMATION TECHNOLOGY SKILLS:**

* Ms Excel
* Ms Word
* Ms Power point

**Personal Skills**

* Ability to Work Under Pressure
* Time Management
* Teamwork
* Self-motivation

**PERSONAL DETAILS**

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| --- | --- | --- |
| Date of Birth | : | 26th April 1985 |
| C.N.I.C No. | : | 42201-2168469-7 |
| Marital Status | : | Married |
| Language | : | Urdu, English |
| Visa Validity | : | 21 September, 2019 |