 Aizaz Contact Info

Document Controller at ..

✉ [aizaz-394190@2freemail.com](mailto:aizaz-394190@2freemail.com)

Strengths & Skills

✔ Administrative Skills ✔ Communication Skills ✔ Debugging software problems

✔ Debugging Hardware problems ✔ Meetings Management ✔ Microsoft Office

Academics



|  |  |  |  |
| --- | --- | --- | --- |
| Title | Institute | Score | Date |
| Beachlor in labrarion & information sciences | AIOU, Islamabad | 58% | 2018 |
| (BLIS) |  |  |  |
| Intermediate | Asghar Mall college rawalpindi, Rawalpindi |  | 2014 |
| Matriculation | F. G Boys secondary school Adam Gee road |  | 2010 |
|  | Rawalpindi, Rawalpindi |  |  |

Certifications



|  |  |  |
| --- | --- | --- |
| Title | Authority | Date |
| Certificate in Information technology | Aman development institute | Starting June 2011 |
|  |  |  |

Experience **3** years



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Designation | Duration |  |  |
| Transgurad Group | General assistant (TG I'D 261959) | Oct 2018 - Present | | **9 months** |
| American International exchange INC | Document Controller/representative in Saudi | May 2016 | - Oct 2018 | **2.4 years** |
|  | embassy islamabad |  |  |  |
| American International Exchange INC | Representative in Saudi embassy | May 2015 | - May 2016 | **1 year** |
| Telenor Head office | Miraklar | Mar 2014 - Apr 2015 | | **1.1 years** |

Work History



|  |  |  |
| --- | --- | --- |
|  | **Oct 2018 - Present (9 months)** | |
| **General assistant** | **Alqouz, United Arab Emirates** | |
|  | **May 2016** | **- Oct 2018 (2.4 years)** |
| **Document Controller/representative i** |  | **Rawalpindi, Pakistan** |
|  | **May 2015 - May 2016 (1 year)** | |
| **Representative** |  | **Rawalpindi, Pakistan** |
|  | **Mar 2014** | **- Apr 2015 (1.1 years)** |
| **Miraklar** |  | **Islamabad, Pakistan** |



Languages

Hobbies

English - Native

Computer Games

Urdu - Native

Watching movies

Reading Historical Books

