

**NUMAN**

**PERSONAL PROFILE;**

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| --- | --- | --- |
| Date of Birth | :  | 19/05/1992 |
| Marital Status | : | Single |
| Nationality | : | Pakistani |
| Domicile District | : | Gujrat |
| Religion | : | Islam |
| E-mail  | :  | Numan-394581@2freemail.com  |
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**CAREER OBJECTIVE;**

To seek a challenging career in an organization where my qualifications and skills can best be applied for its benefits. And for my career growth. And work with team of professionals in a fast growing environment that offers utilization of my skills and provide me opportunities to keep pace with advanced technologies.

**ACADMIC QUALIFICATIONS;**

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| --- | --- | --- | --- |
| **Level** | **Passing Year** | **Grade** | **Board/University** |
| Metric | 2008-09 | D | BISE Gujranwala |
| I.Com | 2010-11 | C | BISE Gujranwala |
| B.A | 2014-15 | B | Allama Iqbal Open University |
| Diploma in CA&OP | 2014-15 | B+ | Punjab Vocational Training Council  |

**Computer Skills;**

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| * Operating system
 | * Computer hardware
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| * MS application
 | * MS word
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| * Expertise in MS excel
 | * MS assess
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| * MSPowerPoint
 | * Database Management System
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**Experience:**

* Working as CASHIER since May 2017 to 2019
* Working as Data Entry Operator

**PROFESSIONAL & SOFT SKILLS;**

* Good people handling skills.
* Computer literate with the ability to adapt to new systems.
* Team working skills, presentation skills.
* Participated in the exclusive
* Cricket

**LANGUAGES PROFICIENCY:**

|  |  |  |
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| * PUNJBI
 | * URDU
 | * ENGLISH
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**References;**

Will be furnished on demand.