

***WASEEM***

E-mail: waseem-395707@gulfjobseeker.com

**OBJECTIVES:**

To work in an organization as an integral part of it and accomplish the job assigned in a better way. I am looking for a highly challenging and dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

**PERSONAL INFORMATION:**

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| Date of Birth: | 18 August, 1987 |
| Marital Status: | Single |
| Nationality: | Pakistani |
| Religion: | Islam |

**ACADEMIC QUALIFICATION:**

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| **Examination** | **Institution/Board** | **Major Subjects** |
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| Intermediate (F.A) | Allama Iqbal Open University, Islamabad, Pakistan | Human Rights, Penology, Education |
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| Metric with | Federal Board of Intermediate and Secondary | Mathematics, Physics, Chemistry & |
| Science (S.S.C) | Education (F.B.I.S.E), Islamabad. | Biology. |
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**EXPERIENCE**

* Worked as Security Officer in Pakistan.
* Worked as Junior Executive (ERP 55759) in Islamabad, Pakistan on project of Afghan Citizenship Card.
* Worked as Data Entry Operator in National Database and Registration Authority (NADRA), Islamabad, Pakistan on Safe City Project (HSRP).
* Worked as Data Entry Operator in National Database and Registration Authority (NADRA), Islamabad, Pakistan on Benazir Income Support Program (BISP) Arm License.
* Worked as Data Entry Operator in Ministry of Religious Affairs, Islamabad, Pakistan on Hajj Project.
* Worked as Lower Division Clerk (LDC) in Ministry of Religious Affairs, Islamabad, Pakistan on Hajj Project in IT Cell.
* Worked as Data Entry Operator in National Testing Services (NTS), Islamabad, Pakistan on Recruitment Processes like IB, FIA, and Punjab Education.

**COMPUTER SKILLS:**

* 6 Month IT Course from Johar Institute of Information Technology, good Skills with Microsoft Word, Excel, PowerPoint, Access, FrontPage& Internet.
* Typing Speed 50+ WPM.

**LANGUAGES:**

* Arabic (Beginner)
* English (Fluent)
* Urdu (Native)
* Hindi (Fluent)
* Punjabi (Fluent)

**HOBBIES:**

* Photography
* Music
* Travelling
* Football
* Reading

**REFERENCES:** Shall be provided on requirement.