**Gulfjobseeker.com CV No:** **445080**

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***Career Objective:-***

***To get a challenging position, where I can utilize the blend of my skill and abilities, To get more perfection in my profession and to enhance my personal skill in an progressive, sophisticated and dynamic environment for my career growth and to make my future more bright and thrilling with my hard work and dedications and to promote the image of organization through my professional skills.***

**Summary of Strengths:**

* Possess strong analytical abilities and computer skills.
* Enjoy the challenges of a fast paced work environment; meet the work well with diverse personalities
* Activate strong interpersonal abilities to maintain communication. Resolve problems creatively demand of a heavy workload consistently

**Academic Qualifications (Metric on wards).**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Degree/Diploma/Certificate | Institution/College | University/Board | Under Roll No. | Year of Passing | MarksObtained | Total marks | %age/Grade | MajorSubjects |
| 1 | Metric | Govt. High School 119/15.L | BISE, Multan | 21959 | 2000 | 535 | 850 | 62.94% | Science |
| 2 | D.Com | Govt. commercial Commercial College Mian Channu. | PBTE, Lahore | 24259 | 2002 | 775 | 1400 | 55.35% | Commerce |
| 3 | B.Com | Islamia College of Commerce, Toba Tek Singh. | University of the Punjab, Lahore | 14858 | 2004 | 775 | 1500 | 51.66% | Commerce |
| 4 | M.A Physical Education | Govt. Gulberg College, Lahore. | ---- | 25734 | 2011 | 638 | 1000 | 63.8% | Physical |
| 5 | Diploma in Physical Education | Govt. Gulberg College, Lahore. | ---- | 0052 | 2009 | 699 | 1050 | 66.57% | Physical |
| 6 | B.Ed | Higher Education College, Mian Channu. | University of Education Lahore | 7004 | 2012 | 811 | 1250 | 64.88% | Education |

**Languages/Communication skills:**

English 4skills

Urdu 4skills

Arabic 50%

 Punjabi 4skills

 Saraiki 50%

***Summary of Qualifications:-***

* ***Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.***
* ***Expertise in developing and delivering monthly, quarterly, and annual reports within tight deadlines.***
* ***Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.***
* ***Excellent computer skills: proficient with Microsoft Word, Microsoft Excel and Microsoft Power Point and able to learn proprietary systems/applications quickly and easily.* *Internet and Mailing, MS Access, In Page, Adobe Illustrator, Adobe Photoshop, Corel Draw, English Typing, Urdu Typing and Arabic Typing and Accessories usage.***
* ***Highly trainable, flexible and open to multi-tasking job.***
* ***Good communication skill both oral & written. (English and Urdu)***
* ***Handling duty register and Preparing time sheet of staff***
* ***Coordinate with all Staff and assisting colleagues***
* **Proficiency knowledge in English Short Hand (in British accent)**
* **Games (Volley Ball, Basket Ball, Foot Ball, Hockey, Cricket), proficient experience in teaching.**
* **Studying Books (History, Islamic studies, Novels, Dramas, Poetry, Prose, Newspaper and Articles)**

**Personal Information**

## Nationality: Pakistani

## Date of birth: 02.01.1986

## Religion: Islam

## Blood Group: A+

## Marital Status: Single

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