**Objective:**

Seeking for career in a growing organization, which can provide me opportunities for the professional development & growth. To meet any type of challenge in competitive environment, involving my own personality for the success of the organization and to cope with the change which is very often today.

**Qualification:**

* B.A 2015

Punjab University Lahore Punjab, Pakistan

Division: 3rd

* F.A 2009

BISE Lahore

2nd Division

* Matric 2007

BISE Lahore

2nd Division

**Extra Qualification :**

D.O.M (6 Months Diploma) and D.O.C (1 Year Diploma)

Ms. Office, (M.S Word, M.S Excel)

Ms Windows,

Inpage

(English, Urdu & Arabic Typing with 50 w.p.m Speed)

Internet.

**Experience :**

**Office Assistant, Administrator, Coordinator, Accountant, Computer Operator, Telephone Operator and Sales & Marketing.**

* 6 Year Experience of Data Entry, Computer Operator, Accountant, Coordinator and Administrator In **Group of Institutes** Johar Town Campus, Muslim Town Campus and Samanabad Campus Lahore Punjab, Pakistan. (In the Evening) (Dec 2009 to October 2015)
* 3 years **Data Entry, Computer Operator and Marketing** in Central Group of Colleges Davis Road Campus Lahore Punjab, Pakistan. (In the Morning Time) (August 2013 to January 2016 Continue)

**Co – Curricular Activities:**

* Reading Newspaper Daily.
* Reading Books Urdu Literature.
* Computer Games & Internet Browsing.

**First Name of Application CV No :** **467994**

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