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| Objective |  | Seeking an opportunity in an environment where I can done my skills by indulging in an in-depth study and application to the related field, with a desire to succeed and make a positive contribution one which will make be used of existing skills and experience while enabling further personal professional development. |
| Personal Information |  |  |  |
|  | Date of Birth | 10-08-1983 |
|  | Marital Status | Married |
|  | Nationality  | Pakistani |
| Education Background |  | **Degree** | **Year** | **Marks** | **Division** | **Board/ University** |
| D.I.T | 2005 | 896/1000 | 1st | T.C.S Multan |
| B.A | 2003 | 458/800 |  2nd | B.Z.U. Multan |
| F.A | 2001 | 529/1100 |  2nd | B.I.S.E Multan |
| S.S.C | 1998 | 457/850 |  2nd | B.I.S.E. Multan |
| Computer SkillsWorking Experience |  | * Complete hold on MS Office
* Complete Command On Window XP,7,8
* Window Installing, Configuring and Troubleshooting.
* Sharp at typing.
* Expert at Internet Browsing.
* **Asst. Supervisor in NADRA Pakistan From:03-07-07 To Continue**
* **Data Entry Operator in NADRA Pakistan 03-11-03 To 02-07-07**
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| Job Description |  | * NADRA Swift Registration Center (NSRC) facilities the general public in respect of fast and management skills, but a mission for the investment of Pakistan. The spirit of NSRC requires us to use our full potential for the betterment of the country, the organization and our selves.
* Acted as Office Assistant, Data entry Operator for Mobile Registration Van the core Responsibilities.
* Acting as Supervisor for NSRC, the responsibilities are to general public data with extreme care quality.
* To provide information to the people about their problems of getting CNIC.
* To maintain the records of forms having objection and delivering of forms back to the people to clarify their objections, Scanning and printing of forms.
* To acting as Office Assistant to compile daily progress report manage the whole data as per sequence.
* Checking and Verifying the CNICFs.
* Coordinate with the local Government, Institute and Departments.
* Manage the flow of Public.
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| Interest |  | * Books Reading
* Internet
* Cricket
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|  |  |  |

**First Name of Application CV No:** 502602

Whatsapp Mobile: +971504753686

