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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 Skills  Working 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** | | | | |
| 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. | | | | |
| Interest |  | * Books Reading * Internet * Cricket | | | | |
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**First Name of Application CV No:** 502602

Whatsapp Mobile: +971504753686

