**Bilawal**

Dubai , UAE

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| Objective | I intend to earn myself a challenging career working for a progressive organization, which offers its employees opportunities for professional and personal development. An excellent communicator who enjoys working with a diversity of people and has a firm grasp of team work and using my initiative. Focused and dedicated to achieving above and beyond targets set. |
| Qualification | **Diploma In General Safety From (AGT) Collage Rawalpindi**  **Graduation B.S English Linguistic From Sindh University Jamshoro** |
| Professional profile | * **Worked as Telecommunication at Mobilink Pakistan** * **Safety Management** * **House Hold Management And Service** * **Sales & Marketing** * **Customer Service & Relationship Management** |
| Work Experience | **3 Year Teaching Experience In English Model School as a General Teacher.**  **4 Month Customer Care service In Ufone Office Pakistan as a Customer Care Officer.**  **1 year office management and Look after and handling Problems** |
| Professional Skills | * Excellent administration and Management skills * Excellent Analytical & problem solving skills * Good team player & enjoy working with a diverse group of people * Excellent communication skills in English , Urdu and Sindhi * Motivation & counseling Skills |
| Training & Courses | * Certificate In fluency In English Language From Oxford University Press Pakistan |
| Computer Literacy | * Microsoft Office:   1. Ms Excel: Excellent command on handling data base using pivot tables, Links, functions, graphs, charts etc.   2. Ms world: Preparation of letters and Memo’s   3. Ms Power point: To prepare presentations and management reports. * Miscellaneous: DOS, Windows XP, Window Vista, Internet Explorer, Microsoft Outlook |
| LANGUAGE | Fluent English, Urdu & Sindhi Siraiki |
| Personal Information | * Date of birth :-05-03-1993 * Nationality : -Pakistani. * VISA : - Visit * Marital Status :- Single |
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