**Curriculum Vitae**

**Career object:**

**To work in a friendly environment and have ability to work as individual**

 **and also with the team and aim for providing best services.**

**Personal profile:**

**Name : BASHARAT**

**Date of Birth : 05-12-1993**

**Gender : Male**

**Nationality : Pakistani**

**Marital status : Single**

**Religion : Islam**

**Visa status. : Visit visa valid from 23-10-16**

**Email ID :** **BASHARAT.305874@2freemail.com**

**ACADEMIC Qualification:**

|  |  |
| --- | --- |
| **Exam** | **Board/University**  |
| **METRIC** | **Rawalpindi Board (2009)** |
| **FSC** | **Rawalpindi Board (2012)** |
| **B.COM(IT)** | **University of the Punjab (2014)** |

**PROFESSIONAL QUALIFICATION**

|  |  |
| --- | --- |
| **Auto Cad Operator*****(Drawing Tools, Drawing Commands, Plotting)******(Duration 6 Months)*** | **Punjab vocational Training Institute Jhelum.** |
| **Office Management In I.T*****(MS Word, MS Excel, MS Powerpoint, Typing)******(Duration 3 Months)*** | **H.H Computers Jhelum.** |

**Experience:**

* ***18 Month working experience as an warehouse officer and K.P.O (Key Punch Operator) of NPD PVT LTD JHELUM.***
* ***4 Month working experience as an computer operator of SHAN FOODS JHELUM.***
* ***6 weeks working experience as an internee under experienced an qualified staff of ASKARI BANK GTS CHOWK JHELUM.***
* ***2 Month working experience as an AUTO CAD operator.***

**Computer skills:**

* ***Complete working and Knowledge of ERP & BIS (Enterprise Resource Planning, Burque Information System) in NPD PVT LTD.***
* ***Complete MS-OFFICE Including Word, Excel, Power Point etc.***
* ***Complete Internet Expertise.***

**Additional skills:**

* ***Efficient in handling peoples & in team work****.*
* ***Cheque book & debit card record maintenance and follow up with customers.***
* ***Time management.***
* ***Office File Maintenance.***
* ***Maintain the Parties Ledger on daily basis.***
* ***Maintain the branch stock position on daily basis.***

**Banking skills:**

* ***Account opening***
* ***Customers services***
* ***Issuance of Visa Debit Card***

**Languages:**

***Complete read, write and speak…,***

* ***Urdu***
* ***English***
* ***Punjabi***

**Reference:**

***I will fully furnish on demand & on request.***