**Sheikh**

**Email:** **sheikh.308812@2freemail.com**

## OBJECTIVE

Single mind focus on work and worthiness for job will assist you in reaching decision to select me to work in your esteemed organization.

##  motive

"Today decides tomorrow, and I believe in struggle with vision to shaping the future.

## Academic Qualification

* **Bachelor In Commerce:**

B.Com in progress from **Karachi University**

* **Intermediate:**

Pre-Engineering Group 2014 from Govt. degree science college Asifabad.-**BOARD OF INTERMEDIATE EDUCATION KARACHI.**

* **Matriculation:**

Science Group 2012 from Merie Colaco Govt. Secondary school -**BOARD OF SECONDARY EDUCATION KARACHI.**

## Professional experience

**Travel 360 (pvt) Ltd.**

As Account Assistant & Ticketing (1st Jan.2016 to Present)

## CerTIFICATE

* CIT (Certificate in Information Technology) in 2015 from

**Johar Collegiate** (Sindh Technical Board).

* English Languge Course in 2015 from

**Infra Professional** (Skill Development Council Govtof Pakistan)

## KEY SKILLS AND COMPETENCIES

* Having good command on Microsoft Office
* Good E-mail awareness
* Typing Speed 20 wpm
* Internet Browsing

## OPERATING SYSTEMS

**Good hand in Windows 7, XP. And Windows 10,XP**

**Good hand in Abacus and Galalio**

## Personal Information

* + **DATE OF BIRTH:** 8-8-1995
	+ **MARITAL STATUS:**  Single.
	+ **RELIGION:** Islam

## Reference

Reference will be furnished upon request***.***