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| **DANIEYAL** DP 1666 (1) **E-mail :****Danieyal.80481@2freemail.com****Education:**2014**DIPLOMA D.A.E****3 YEARS****Computer Skills:**MS Office, Windows Installation, Software Installation.3.Months Diploma in MS OfficePersonal Data:Date of Birth : MAR 20, 1993Nationality : PAKISTANIGender : MaleVisa Status : Visit Visa**Languages Known :**English, Urdu**Interests:** Cricket, Riding, Badminton      | career  To apply my potential and capabilities in your well reputed organization as an important member to improve my personal skills where my potential may be utilized appropriately and where I may get a decent chance to get personal satisfaction with competent and dynamic environment, in order to gain professional experience and excellence by achieving organization goals.experience profile* The Come Mobile Gujrat, Pakistan

 (Mobile Rep, Salesman(Buying & selling) Dec 2016-Feb 2018 )* GFC Fan Gujrat, Pakistan

(Electrical Supervisor Mar 2015- Nov 2016)* Internship in Service industry Gujrat, Pakistan

(Electrician Jan 2015- Feb 2015) professional skills & abilities: * I have the ability to work as Team Leader.
* I have the ability to work in an administrative support role.
* I have the ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner.
* I establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed.
* I am able to communicate effectively with supervisors and other staff members and listen alternatively to others.
* I am able to plan, organize and prioritize daily assignments and work activities.
* I am able to work under pressure, can perform multiple tasks at a time and manage time wisely in a fast paced environment.

Declaration:  I hereby declare that the information provided here is true with in the best of my knowledge. |