|  |  |
| --- | --- |
| **DANIEYAL**  DP 1666 (1)        **E-mail :**  [**Danieyal.80481@2freemail.com**](mailto: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 Office  Personal Data:  Date of Birth : MAR 20, 1993  Nationality : PAKISTANI  Gender : Male  Visa 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. |