**Qamar**

**Qamar.380826@2freemail.com**

**CAREER OBJECTIVE**

As I am the fresher in this field, I will know about the nature of my work. Moreover, I will attempt to know about the various processes which form my job. By doing so, I will be able to do my job more proficiently. On the other hand, I shall implement my knowledge into the practical world.

**PERSONAL DETAILS**

Date of birth

28/04/1987

Gender

Male

City

Dubai

Nationality

Pakistan

Marital Status

Married

Religion

Islam

Languages known

Arabic, English and Urdu

Hobby

Internet surfing

**WORK EXPERIENCE**

**Co-ordinator**

Sheta & saif Riyadh Saudi Arabia

Dec 2011 - Aug 2015

To maintain the accounts, appointments with the honourable customers & motivate the installation team to enhance the sales and to provide after sales service to customers.

**EDUCATION DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree/Course | Institution | University/Board | CGPA/Percenta | Year of Passing |
|  |  |  | ge |  |
|  |  |  |  |  |
| B.com | Govt college of | University of | 50.8% | 2009 |
|  | commerce | Punjab |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Faisalabad |  |  |  |
|  |  |  |  |  |
| Pipfa | Tips college of |  | % | 2009 |
|  | commerce |  |  |  |
|  | Faisalabad |  |  |  |
|  |  |  |  |  |
| F.sc (pre- | Govt.college | Faisalabad | 58% | 2006 |
| medical) | university, | board |  |  |
|  | Faisalabad |  |  |  |
|  |  |  |  |  |
| Matriculation(sci | M.c.high | Faisalabad | 63% | 2004 |
| ence ) | school,factory | board |  |  |
|  | area,Faisalabad |  |  |  |
|  |  |  |  |  |

**SKILLS**

Computer Ms office

Tally

Microsoft Outlook

Driving licence L.t.v Saudi Arabian driving licence

Abilities Quick learner, Team leader & like to work under pressure

Problem solving Able to deal with the problems calmly and effectively

Communication Confident verbal & writing skills

Team work Accustomed to working in groups, worked effectively as a part of team

Strengths Honesty

Calm attitude

Never give up

Weaknesses Emotions

Inability to say no

Overthinking

**DECLARATION**

I hereby declare that the above cited information is true to the best of my knowledge and belief, if given a chance, I can prove myself.

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