**PERSONAL INFORMATION:**



**SARFARAZ**

**DATE OF BIRTH:06-APR-1994.**

**NATIONALITY:Pakistan.**

**EMAIL ADDRESS:** **sarfaraz-395544@gulfjobseeker.com**

**OBJECTIVE**

Apply my, education and skill to attain organizational goals to the best of my abilities. I have good communication skills, good ability for team work, and having strong motivation for my profession I will prove good experiencing in this field.

**RESUME SUMMARY**

Subject Pre .Med

Years of Experiences: 8 Years

**EDUCATIONAL BACKGROUND**

* **IELTS 2014.**
* AEO Pakistan Islamabad.
* **Mobile Software Course.**
* Federal Institute of Technical Skills, Rawalpindi.
* **Information Technology Diploma 2013.**
* Joher Institute of Technology Islamabad.
* **F.Sc (Pre. Medical) 2010-2011.**
* Govt: Higher Secondary SchoolNo.3 Peshawar City.
* **English Language Course 2010.**
* Dawn English Language Center, Islamabad.
* **Matriculation 2008-2009.**
* KurramPublic High School Parachinar, Kurram Agency.
* **Computer Course 2008-2009.**
* Islamic Center of computer educations Parahinar.

**EXPERIENCES:**

* Open Testing Service Pvt. Ltd. 5th Jan-2012 to 20th Oct-2013.
* Designation:Data Entry Operator.
* GKG-SAAED Associates JV. 10th Dec-2013 to 15th Jan 2017.
* Designation:Assistant Accountant.
* Builtsworth Builders and Real Estate.20th Jan-2017 till to date.
* Designation:Manger.

**EXTRA ACTIVITIES:**

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* Attended the seminar on Ministry of Labor and Manpower Govt: of Pakistan.
* Attended the seminar on the management and controls of tasks.
* Attended the seminar on effective communication skills.

**COMPUTER SKILLS:**

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* Microsoft Office.
* Typing speed 40 w/m.
* Networking Essentials.

**INTERPERSONAL SKILLS:**

* Decision making ability.
* Good communication and Interpersonal skills.
* Good command to work in group and separately.
* Highly Flexible and able to work in a multicultural environment.

**LANGUAGES:**

* English.
* Urdu.
* Pashto.

**REFERENCES**

Will be provided on Demand