

CAREER OBJECTIVE

To seek an administrative & well position in the repute that enhances professional experience in a competitive environment along with career progression opportunities commensurate with financial compensation & to earn money by the given way of Islam.

PERSONAL DETAILS

Father's Name: Allah Rakhio
Marital Status: Single
CNIC No: 42501-8255513-0
Domicile & PRC: Sindh, Karachi
Date of Birth: 17 AUGUST 1995
Nationality: Pakistani
Religion: Islam
Mobile: +92316-8614498
Address: Labour Colony, Bhens colony, Distt. Malir, Karachi

ACADEMIC QUALIFICATION

Degree/Certificate	Faculty	Board
Matriculation	Science	Karachi Board
Intermediate	Pre- Medical	Karachi Board
B.com	Commerce	In Progress

PROFESSIONAL EXPERIENCE

- 03 years Experience as a Teaching.
- 04 years Experience as a Polio Worker at Sidhat Hyder Morshid

Languages

- **English**
- **Sindhi**
- **Urdu**

SKILLS & COURSES

- C.I.T Course
- English Language course
- Microsoft Office
- Windows Browsing & Surfing

STRENGTHS & BELIEFS

- Punctual & Hard worker
- Ability to handle multiple tasks.
- Good interpersonal skills
- Strong presentation & negotiation skills
- Easily adjust in new environment

REFERENCES

- Will be furnished if needed

Brief information about my experience and ability is appended above; I hope that you will provide me a chance to serve with your Organization. I assure you, I will do all possible to prove my abilities and skills to fulfill your requirements and to be the best.

Thanking you in anticipation,

ROBINA