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 **CURRICULAM VITAE .**

 **Usman Jaleel Career Objective:**

To secure a responsible and challenging position by which I can utilize

 **Contact:**  Education professional skills and experience thereby becoming a reliable

 H # C 2/3 Blue street,

 Sargojra

**Professional Experience .** . MOB: +92-334-8756687

 **Designation** : **Accounts Assistant**

 **Email:**  **Organization :** RSK institute of informatics & management (AIOU)

 faria.buksh@yahoo.com  **Duration :** Since October 2010 to December 2010

 faria.buksh@gmail.com  **Involved :** Accounts handling

 **Designation :** **Computer Instructor**

 **Personal Data:**   **Organization** : Fauji Foundation Vocational Training Center Chakwal

DOB: 19/12/1989  **Duration :** Since June 2011 to July 2011

Sex: Female  **Involved :** worked as computer instructor

 Nationality: Pakistani  **Designation :** **Web Devolper, Web Programmer**

 Marital status: single **Organization** : Sight Institute of English Language and Computer Chakwal

 **Duration :** Since 24 Oct 2011 to the date

 **Languages Known:**   **Involved :** worked as computer instructor

 English **Institute :** Govt. Post Graduate College Chakwal

 Urdu **Project :** **Networking of LAN in Institute’s Lab.**

Punjabi **Institute :** Govt. Post Graduate College Chakwal

  **Project : Library Management System using Databases & SQL**

 **Hobbies: Institute :** Govt. Post Graduate College Chakwal

 Reading Books **Project : Designed a Website for Sight Institute of Computer &**

 Drawing **Languages Chakwal**

Travelling **Duties & Responsibilities .**

 **>** Accounts maintenance, students fees structure, files handling,

 **Skill Development Courses:** report writing, stock maintenance, vouchers recording, result sheets

 **>**Spoken English Course and salary sheets.

 **>**PGD (IT) (4th Semester  **>** Teach students of metric level to M.A in courses as Computer operator

 office assistant, Computer applications office professionals.

 **Area of interest: >**teach students; Office solution, web designing, hardware

 **>**Management solution **,**web programming, adobe Photoshop, inpage etc.

 **>**Teaching

 **>**Accountancy **Educational Qualifications .**

 **>**Metric BISERWP 2005 2nd div.

 **Personal Strengths:**  **>**FSC (Pre-Medical) BISERWP 2008 2nd div.

 Hard working and Quick learner **>**B.com from Punjab University 2010 1st div.

 Sincere & Honest

 Dedicated **Computer Skills .**

 **>** Web programming

 **Declaration:**  **>**C Language and C++

I hereby declare that the  **>**SQL

Information furnished above is **>** System Analysis and Design

 True and correct to the **>**Databases

best of my knowledge.  **>**Data Communication and Networking& Adobe Photoshop