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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