RESUME

**PERSONAL INFORMATION:**

**FULL NAME :** Muhammad Tofail Tariq

**FATHER’S NAME :** Muhammad Tariq

**DATE OF BIRTH :**  13-1-1987

**NIC NO :** 42201-5894058-8

**DOMICILE :**  Karachi

**RELIGION :**  ISLAM

**MARITAL STATUS :** MARRIED

POSTAL ADDRESS : House # 2/1, C H#8 Islamabad

**E-MAIL ADDRESS :** [Tofial@jobz.pk](mailto:Tofial@jobz.pk)

**CONTACT NO :** Mob: 0333-84309403

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| Objective: |

Striving to pursue my skills and abilities in the Information Technology Industry that offers Professional growth while being resourceful, innovative and flexible…

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| Education: |

**2007-2012 UniversityOf Lahore, Islamabad campus**

BS (EC) Bachelor of Science in Electronics & Communication

**2005-2007: WISE institute of computer & management sciences**

(FSC/ICS) including Mathematics, Statistics and Computer

**2002-2004 Diploma in Graphics Designing**

**Diploma in Information Technology (DIT)**

**2000-2002 F.G.BOYS high school no 8, F-6/2, Islamabad**

(General science) including biology, Physics, Chemistry

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| Work Experience: |

**JAN-JUN (2005) National Productivity Organization (NPO)**

**Trainee Designer**

* Assisted with designing and building of web pages.
* developing applications for clients
* Trained on Microsoft Front Page Editor for web design.
* Reported on progress at weekly team meetings.

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| Skills: |

**Computer:**i have one year experience Web designing

Proficientat MS Word, Excel & PowerPoint. Knowledge of HTML,

VHDL and assembly code...

**Presentation:**Developed ability to produce reports and presentations to a

Professional standard.

**Analysis &**

**Evaluation:**Proficient in assessing data and formulating solutions.

**Organisational:**Effective at time management and prioritising tasks to achieve

deadlines.

**Interpersonal/**

**Communication:**Strong team working, leadership and communication skills.

**Languages:**conversational English, Urdu, and Punjabi

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**Enthusiastic:**Quick to learn with good interpersonal and organizational skills.

Have a high sense of responsibility and believe in “It pays to work

hard”

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| Activities and interests: |

* I am Member of the AGEHI resource center “SACHET” Society for

the advancement of community, health, education and training and I had done Three FASHION show and one play…

* I ALSO done a lot of fashion show in other company…
* GYM and Played for the College football team.
* Reading E-books
* Net surfing
* Full, clean driving license
* Organised regular hikes and camping trips.

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| References are available on request |