***Saleem Ahmed***

 **03335555555**

**Saleem\_ahmed@jobz.pk**

***Job Objective***

**To work in an organization where there is exclusive environment, Healthy**

**Competition, ample prospects of professional growth. Where I can enhance**

**my knowledge and broaden my experience to maximum.**

***Personal Information***

**Father’s Name: Riaz Ahmed**

**Domicile: Punjab (Rawalpindi)**

**Nationality: Pakistan**

**Date of birth: 24-8-1999**

**Religion: Islam**

**Marital Status: Unmarried**

**CNIC No: 37405-1111111-1**

***Educational Attainments***

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Year** | **Marks** |  |
| **B.Com (IT)** | **2011** | **717/1500** |  |
| **I.Com** | **2007**  | **621/1100** |  |
| **Matric** | **2005** | **355/850** |  |

***Computer Skills***

* **M.S. Office**
* **Auto CAD**
* **Internet Suffering**
* **Peachtree complete accounting software**
* **M.S. DOS**
* **Computer Software & Hardware**
* **Adobe Photoshop**
* **In-page (Urdu typing software)**
* **Excellent Typing Speed (English+ Urdu)**
* **Installation of all type of windows printers and other computer devices**

***Work Experience***

 **Project: ECP (Election Commission of Pakistan)**

 **Position: DEO (Data Entry Operator) & Examiner**

 **DPS (Data Processing System) Software Technology Park Secretariat F-5/I. Islamabad**

**Cyber Online Jobs (Australia)**

Working of Add Posting Online & Maintaining Files

***Hobbies***

* **Working on Computer**
* **Playing Cricket and Badminton**
* **Driving**
* **Reading Quran Saleem Ahmad**
* **Listening to its Translation House No. ZA 1447, Street No. 63**

 **Boring Road Mangtal Town Rawalpindi.**