**YOUR NAME**

**S/O ---------------------------**

C/O ------------------- Purchase Section Comsats Institute of Information Technology Park Road Chak Shehzad Islamabad

Permanent Address: Village Dabban PO Dalola Distt and Tehsil Abbottabad (KPK)

Postal Address: C/o M Shaukat Purchase Section Comsats Institute of Information Technology Park Road Chak Shehzad P.O Tarlai Islamabad

Date of Birth: 01-05-1989

CNIC No: 13101-3006610-3

Domicile: NWFP (KPK)

Religion: Islam

Marital Status: Single

Contact: 0313-0000000

***Qualification:***

* Matriculation (Science) from Abbottabad board
* F-A (Arts) from Abbottabad board
* B-A in progress from AIOU Islamabad

***Computer Skills:***

* 3 months “Computer Course” from Logic Institute of Computer Lahore.
* Microsoft Word, Excel, Power Point
* Microsoft Windows and other Software installation
* Inpage Urdu
* English typing speed 50 wpm
* Good speed in Urdu typing
* Internet, Mail, Composing

***Experience:***

* 7 month working experience as “**Computer Operator**” from 1st January 2008 to July 2008 in **SUNNI DISTRIBUTORS AND PROMOTERS** Abbottabad
* 7 months working experience as “**Composer**” from 01 Oct 2008 to 30 Apr 2009 in **BUSINESS ZONE** Islamabad
* 6 months working experience as “**LDC**” from 22nd Aug 2009 to 22nd Feb 2010 in **FAZAIA INTER COLLEGE CHAKLALA** Rawalpindi
* 1 Year working as a **Data Entry Operator** from 1st November,2009 to 15 November, 2010 in **POWER SOLUTION** **COMPANY** Rawalpindi *(2nd Shift)*
* Currently working as a **Examiner** in NCBMS (BISP A Project of NADRA) from 15 September 2010 to onwards