Name

House # 150, Street 105 F-1/2- Federal Capital Islamabad

+92331-5415412 yourmail@jobz.pk

Profile Summary:

Bachelors in computer science from Comsats Institute of information and technology, having good knowledge about computers and modern technology. Comfortable with computer related challenges, skilled in graphical editing and image processing. Interest in the area of Networking and databases.

Education

June 2008 - Passed Higher Secondary School Certificate (HSSC) examinations under Federal board curriculum

April 2006 - Passed Secondary School Certificate (SSC) examination under Federal Board curriculum from Bahria College Islamabad.

Experience:

Experience in Document controlling and file organizing
Letter typing and drafting
Prepare separate files and documents on computer to maintain
Records.
Record preparation for incoming and outgoing mail.

Skills

Computer Related - Knowledge about HTML, PHP, C#, Databases and C++, with commonly used tools such as Microsoft Visual Studio, Eclipse and MySQL.

Graphics - Picture and video editing on tools like Photoshop, Gimp and Adobe after effects.

Languages

Urdu Mother Tongue

English - Fluent