**OBJECTIVE**

Seeking a position where I can utilize my Personal, Professional and Educational abilities in the way to progress and obtaining a challenging rewarding and result oriented job in a dynamic organization with the team of highly motivated person pursuing ambitious goals.

**PERSONAL PROFILE**

Father Name: MEHMOOD AHMAD

Date of Birth: 24- 03-1992

Nationality: Pakistani

Domicile: Lahore (Punjab)

Home Mailing Address: House A1/02, Street# 161, Shah Abdul ghani, Baghbanpura, lhr.

Cell Phone: +92 (0335-4456474)(0331-6797689)

Marital Status: Married

Religion: Islam

E-mail address: jia9233@gmail.com

**ACADEMIC PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Year** | **Division/Grade** | **Institution** |
| **M.Phill/MS(B&F)** | **2018** | **B** | **Equivalent certificate of HEC** |
| **M.B.A(B&F)** | **2018** | **B+** | **Punjab Computer College(A.I.O.U)** |
| **B.ed** | **2012** | **2nd Div** | **Oxford College Of Commerce & Science, Lahore.(Sargodha uni)** |
| **Bachelor Of Art**  **(Computer science & Psychology)** | **2011** | **2nd Div** | **Queen Merry College, (Punjab university) Lahore,** |
| **F.A(Computer Science, Education, Islamiyat ELC)** | **2009** | **1st Div** | **Oxford College Of Commerce & Science, Lahore.** |
| **Matric(Arts)** | **2007** | **2nd Div** | **Prince Academy High School, Lahore.** |

**COURSES**

* English language From TLC.
* Computer Hardware & Software From Lahore College For Information Technology.
* Microsoft Office From Lahore College For Information Technology & Unique Guidance Computer college.

**CO-CURRICULARACTIVITIES**

* Expert in Art Designing
* Paint

**SUMMARY**

* Punjab Lyceum school as Administratore
* Punjab Lyceum school As coordinator

**Skills and Expertise**

Communincation skill

Leadership skill

Accounting

Managerial skills

Computer Hardware and software

Office Management

**Professional Qualification**

* **Accounting**

General legder

trial balance

Preparation of balance sheet

Income statements

* **Office Management**

## MS Word

## MS Excel

## MS PowerPoint

## Ms Access

* **Operating System**

**Windows98, 2000, xp**

* **Computer Networking**