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| |  | | --- | | **Sagar Pervaiz** | | **Citizenship : Lahore ▪ Date of birth : 14 August 1992** | | |  | | --- | | **Contact** | | **Tel : 323-4085041**  **e-mail :** [**spervaiz92@gmail.com**](mailto:spervaiz92@gmail.com) | |
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| |  | | --- | | **Address** | | House # 285, Street # 6, Henry K Colony Gulberg lll, Lahore | | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself. | | | |
| |  | | --- | | **Key Skills** | | Proficient or familiar with a vast array of Computer concepts and technologies, including:   |  |  |  |  | | --- | --- | --- | --- | | MicrosoftOffice | C++ | Windows XP | Internet | | Adobe Photoshop | C Language | Windows 7 | Network fundamentals | | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | |  | **Masters of Business Administration (Pursuing)**  SCHOOL NAME, University of Education, Lahore.  **Bachelor of Commerce**  SCHOOL NAME, University Of Punjab, Lahore. | |  | **Intermediate in Computer Sciences**  SCHOOL NAME, Govt. College Ghadafi Stadium, Lahore. | |  | **Matric - *“Science”***  SCHOOL NAME, City District Govt. Boys High School Walton Airport,Lhr. | | | |
| |  | | --- | | **Work Experience** | | |  |  | | --- | --- | | **Govt. M.A.O College Lahore**  **Computer Operator in BS Coordinator Office**   * Handle daily Activities * Handling students attendance   **Saman H Lounge** | **January to December,2017** | | **Store Incharge/Cashier** | **January to August, 2016** | | * Handle daily Activities * Handling store staff * Handling cash |  | | **Green+ Pharmacie** | **Part-time job** | | **Admin Officer** | **January 2015 to January, 2016** | | * Handling Enquiries from the public in person, by telephone or email. * Providing information to deal with customer queries. * Researching information. * Contracting customers to follow up enquiries. * Dealing with complaints. * Processing benefit payments. * Updating computerized and paper-based records. * Communication. * Daily Administrative Tasks. | | | **Daffodils High School** | **Part-time job** | | **Teacher** | **January to December, 2014** | | * Maths * Computer Sciences | | | **Saints Henry High School** | **Part-time job** | | **Teacher** | **June to October, 2011** | | * Maths * Biology * Chemistry | | | **Private Academy** | **Part-time job** | | **Teacher** | **May to November, 2009** | | * Maths * Science | | | | |
| |  | | --- | | **Activities and Interests** | | |  |  | | --- | --- | | **Internet** | Visiting different websites to obtain information about different things | | **Automobile** | Cars in general, sports cars, racing | | | |
| |  | | --- | | **Languages** | | |  |  |  | | --- | --- | --- | | **Urdu** | **English** | **Punjabi** | | | |
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