



KAMRAN HASSAN

Contact Address : Village Miana Mohra P.O Mahuta Mohra
Tehsil & Distt. Rawalpindi.

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CAREER Profile

- Experienced in strategic aspects of Required field.
- A flexible and effective worker with interactive hands-on approach, highly adaptable for any office environment.

CAREER Objectives

I am seeking a challenging & career oriented job in a leading institution to show my professional skills.

SUCCESS Factors

- Excellent Ability Of Learning New Skills And Maintaining Administration Tasks
- Good Interpersonal & communication skills.
- Ability to adjust and work in tough working environment and learns quickly.
- Helping in implementation of institution rules and policies.

EMPLOYMENT History

- Worked as **Registration Interns** (Data Entry Executives) for PSER (Punjab Socio Economic Registry) Project in UC-99 Under the Supervision of Punjab Government Pakistan.
- Worked at Ufone as **Customer Relations Executive (CRE)** Under the Project of Higher Education Commission (HEC) From Feb 2021-Dec21 Where I was Handling Customer Queries about Students Academic Procedure's, Degree Applications/Processes etc.
- Worked As **Office Assistant** in Field Office Rawalpindi From May 2020-Dec20 Where I was Handling different clerical tasks like Record keeping, Form Fillings, Data Entry, Office Management etc.

- Worked In a Private Academy For **Teaching** Purposes From July 2019-20 Where I Taught to SSC and HSSC Classes, also I'm a Tutor.
- Working as a Freelance-Writer on Fiverr And Upwork, Also Write Articles on Website (**bloggingfate.com**), Content Writing, Translation Services, HR Policy Forms, Job Discriptions, Digital Marketing, YouTube Channel Creation And Branding, SEO, Logo Designing, Advanced SEO Features, Thumbnail Designing, etc..

ACADEMIC Qualification

Degree Title: **BS in Physics** In 2014 / 2018 (2.98/4.0 CGPA)

From: University of Gujrat (UOG).

Degree Title: **Intermediate** (FSC Pre Engineering) In 2011 / 2013 (873/1100 Marks)

From: Board of Intermediate & Secondary Education, Rawalpindi.

Degree Title: **Matriculation** (Science) In 2009 / 2011 (900/1050 Marks)

From: Board of Intermediate and Secondary Education, Rawalpindi.

OTHER Qualification

Degree Title: **Computer Course of Six Months** (2013 - 2014)

From: Hussainia College And Academy Chak Beli Khan, Rawalpindi.

COMPUTER Strength

- MS Word/Excel
- Internet Browsing -- Searching
- Form Fillings -- Data Entry
- Digital Marketing -- Social Media
- YouTube Channel Branding -- SEO
- Ads Posting -- Run Campaigns
- Content Writing -- Blogging -- Articles
- Multimedia Transcriptions
- Explorer -- Researcher -- Translator

ACHIEVEMENTS & Awards

- **1st Position** in Essay Writing Competition Held by Punjab Govt. Pakistan in 2008 at District And Tehsil Level - Rawalpindi.
- Completed Successfully National Financial Literacy Program FOR Youth (NFLP-Y) Under State Bank Of Pakistan.

PERSONAL Info

Date of Birth	October 20, 1995
Marital status	Married
Nationality	Pakistani
CNIC No	37405-0950307-9
Blood Group	B ⁺

LANGUAGES

Urdu, English, Punjabi, Hindi, Seraiki, etc..

REFERENCE

Available upon request.