

ZAIB HASSAN

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Address: House # 157, Street # 3B, Phase 5, Ghouri Town, Islamabad



OBJECTIVE

To work with a team of highly motivated and professional members that will provide me an inside into the practical application of my knowledge and skills, seek a challenging position to commensurate with my qualification in carrier growing organization.



PERSONAL INFORMATION

- Father's Name : Ghazanfar Hussain
- C.N.I.C : 37405-9440699-9
- Nationality : Pakistani
- Domicile : Punjab
- Religion : Islam
- Marital Status : Single
- Date of Birth : 25/05/1996
- Language : English, Urdu, Punjabi



ACADEMICS

Qualification: Matriculation (2013)

Degree Awarded By: BISE, Rawalpindi

Qualification: Diploma Information Technology (2019)

Degree Awarded By: Pakistan Institute of Computer Sciences, Rawalpindi

Qualification: Intermediate (I. Com) (2024)

Degree Awarded By: Allama Iqbal Open University, Islamabad



INTERPERSONAL SKILLS

- ❖ Teamwork spirit and motivation
- ❖ Energy enthusing and motivation to work hard
- ❖ High communication skills
- ❖ Abilities to make other on view point



WORK EXPERIENCE

- ❖ Three Years' work Experience as Dispatch Clerk in Arid Agriculture University, Rawalpindi



PROFESSIONALS

- ❖ MS Word
- ❖ MS Excel
- ❖ English Typing



POSITIVE STRENGTHS

- ❖ Team Management & Responsibility taking
- ❖ Good Communication Skills & Convincing Power
- ❖ Hard working & Quick Learning
- ❖ Time Management, Dedicated & Self motivated
- ❖ Goal Achiever in Limited Time Span



REFERENCE

- ❖ Can be furnished if required

