

# Aman Abbasi

Office Assistant

amanabbasi531@gmail.com

03492791700

Landhi Karachi

## OBJECTIVE

To secure a Challenging Position in A Reputable Organization to Expand My Earnings, Knowledge, And Skills. Secure a Responsible Career Opportunity to Fully Utilize MY Training Skills, While Making a Significant Contribution the Success of the Organization

## WORK EXPERIENCE

- Fresh

## EDUCATION

- **Matriculation:** Computer Science from Karachi Board (2021)
- **Intermediate:** Commerce from Karachi Board (Continue 2nd year)

## LANGUAGES

- English
- Urdu

## REFERENCE

- Will be furnished upon request

## SOFTWARE

- MS Word ★★★★★
- Excel ★★★★★

- In Page ★★★★★
- Power Point ★★★★★

## PERSONAL INFORMATION

- Marital Status: Single
- Age: 19

## SKILLS HIGHLIGHT

- Team Work
- Hard Working
- Creativity
- Cataloging Of Books
- Computer operator

## HOBBIES

- Explore new things
- Reading
- Playing games