

CURRICULUM VITAE



ABDUL RAUF

Address: House # G-77, G Area 17k last stop korangi no 4 Karachi East.

Cell: 03182642980.

OBJECTIVE:

To enhance my skill in a work related environment that will make me a better professional use my talent by putting them into good use for the benefit of the organization that I work for.

ACADEMIC QUALIFICATION:

- Intermediate (Commerce) From korangi no 6 College korangi no 6 Karachi Board.
- Matriculation (Comp Science) From cadet force high School Karachi Board.
- Diploma in (Auto Diesel) From Memon Industrial & technical Institute

COMPUTER SKILLS:

- 06 (Six) Months Course of CIT from sajjad computer academy Karachi.
- M.S Office (Word, Excel, Power Point)
- Internet Surfing & Browsing

OTHERS SKILLS:

- 03 Months Graphics designing Course from saylani mass it training Karachi.

EXPERIENCE

- 04 months' experience as a H.R Alkaram studio korangi industrial area Karachi.
- Work for Four years as a Admin Supervisor & CCTV monitors control Alkaram Textile Mills (Pvt) Ltd Looking all Factory Works(Workers & Staff Transport, Gate pass Record Maintain, Offices AC Maintain Canteen , TCS Courier Invoice Record and, Generator Maintenance and Diesel Record Manage House Keeping Staff Cleaning etc.) Korangi Karachi.

PERSONAL INFORMATION:

- FATHER NAME : FARHAD
- DATE OF BIRTH : 12ST DECEMBER 2000
- CNIC. NO : 42201-4939600-5
- RELIGION : ISLAM
- MARITAL STATUS : SINGLE
- PHYSICAL STATUS : GOOD HEALTH & SOUND PHYSIQUE
- NATIONALITY : PAKISTANI

REFERENCE:

- To be furnished on demand.