

ALI RAZA

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Objective

To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

Personal Information

Age: 29
Religion: Islam
Marital Status: Married
Domicile: Toba Tek Singh (Punjab)
Nationality: Pakistani
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Email: info@aliraza.cc
Address: Chak No. 388 J.B PO Same
Tehsil & District Toba Tek
Singh, Punjab, Pakistan

Personal Skills

- Good Communication Skills
- Good listening Skills
- Good Office Skills
- Ability to finish tasks
- Ability to work long hours
- Think creatively to produce new ideas & concepts

Languages

- English
- Urdu
- Punjabi

WORK

2021-2022 KPO at Asia Electric Store Toba Tek Singh
2019-2021 KPO at Al-Hamd Supplies Lahore
2016-2018 Data Entry Operator at Aspire College Mureed wala Campus

EDUCATION

MCS **Virtual University of Pakistan**
Continue
BSC (CS) **Government College University Faisalabad**
2014-2016
ICS **BISE Faisalabad**
2012-2014
Matric **BISE Faisalabad**
2009-2011

CERTIFICATION / DIPLOMA

CCNA **Routing & Switching**
Corvit Lahore, Pakistan
CCNP **Routing & Switching**
Corvit Lahore, Pakistan
MCSE **MS Window Server 2014**
Corvit Lahore, Pakistan
Application **MS Office, Windows, Typing**
The Rising College of Computer Science
Khidarwala Faisalabad

SOFTWARE

- MS Word
- MS PowerPoint
- Adobe Photoshop
- InPage
- MS Excel
- Basic MS Access
- Adobe Illustrator

TECHNICAL SKILLS

- Typing Speed 40 wpm
- Installing Windows
- Installing new Device & Drivers
- Installing Computer Hardware
- Windows Troubleshooting
- Network Troubleshooting
- Surfing Internet