

**WALEED RAZA**

House No 27 Block c/2 unit no 11 Latifabad Hyderabad.

Mobile no.03333272048, 03133166990.

**Objective**

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- ✚ Self motivated individual with strong interpersonal and problem solving skills. Seeking for a position in your organization that allows me to utilize creative skills.

**Personal Information**

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|-------------------|---------------------------|
| ✚ Father's Name.  | Saleem Ahmed.             |
| ✚ Date of Birth.  | 27 <sup>th</sup> May1990. |
| ✚ N.I.C. No.      | 41304-5832587-5.          |
| ✚ Domicile PRC.   | Distt. Hyderabad (Urban). |
| ✚ Marital Status. | Single.                   |
| ✚ Nationality     | Pakistani.                |
| ✚ Religion        | Islam.                    |
| ✚ Languages.      | Urdu, English, Sindhi.    |

**Academic Qualification**

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- ✚ MA Economics "2<sup>nd</sup>" Division From University of Sindh,jamshoro in 2018
- ✚ B.Com. "2<sup>nd</sup>" Division from University of Sindh, Jamshoro in 2013.
- ✚ Intermediate from B.I.S.E, Hyderabad in 2010.
- ✚ Matriculationfrom B.I.S.E, Hyderabad in 2008.

**Computer Skills**

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- ✚ One year Diploma Computer Of Business Management (DCBM) from (TRADE TESTING BOARD SINDH).
- ✚ Windows Installation & All kinds of Software Installation.
- ✚ Familiar with Internet Usage& E- Mailing.

**Experience**

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- ✚ 3 years' experience as Admin Assistant and Account Assistant in Hilal Traders Pvt Limited.

**Reference**

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- ✚ Reference will be furnished as on request.