**Sabestian Faiz**

**Mobile# 0340-6885974/0313-2479143**

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| **OBJECTIVE** |

To work in an organization as an integral part of it and accomplish the job assigned in a better way. I’m looking for a highly challenging and dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

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| **Educational career** |

**St Patrick’s College, Karachi**

**Intermediate (I.Com)**

* 2009

**Nasra School, Karachi (AKUEB)**

**SSC/Matriculation (Science)**

* 2007

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| **Computer Skills** |

* Operating Systems: Windows-9x/2000/Xp
* Microsoft Office
* Internet Browsing
* Adobe Photoshop
* Digital Marketing (Certificate)

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| **Personal information** |

* Father’s Name : Faiz Masih
* Date of Birth : 8th Feb 1992
* C.NIC : 42201-4267205-7
* Marital Status : Married
* Religion : Christian
* Nationality : Pakistani

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| **job Experience** |

* Working as an **Operation Manager** at ILYNN Skin Care for **3 years.**
* Working as a **Front Desk Manager** at Skindulgence Clinic for **5 Years.**
* Worked as a **Front Desk Officer in** Boulevard Hospital for **2 Years.**
* Worked as an **Personal Secretary/Coordinator** in Healthways Clinic For **1 Years**
* Worked as an **Admission Officer** in National Medical Center For **2 Years**.

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| **Interpersonal skills** |

* Team work spirit & motivation
* Energy enthusiasm and motivation to work hard
* Excellent communication skills
* Abilities to make other understand own viewpoint

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| **LaNGUAGES** |

* English & Urdu & Punjabi

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| **Hobbies** |

* Books Reading
* Internet Surfing

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| **Reference** |

* Will be furnished on demand