

WAQAS ABDUL MAJEED

OBJECTIVE

To use my skills and abilities in the competitive environment to show my hidden qualities in a growing organization that offers challenging future.

PERSONAL PROFILE

Father's Name Abdul Majeed
Date of Birth 01-07-1989
C.N.I.C. NO 34101-3409137-9
Domicile Gujranwala
Marital Status Married
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Nationality Pakistani
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Address: Mughal Chak Kalan Hafiz Abad Road Gujranwala Punjab
Pakistan

ACADEMIC RECORD

Year	Qualification	University/Board
2006	Matriculation	B.I.S.E Gujranwala
2011	DAE Electrical	PBTE Lahore
2014	B.A	(AIOU) Islamabad
2016	MIT	THE GLOBLE INSTITUTE LAHORE

COMPUTER SKILLS

- ✧ **Office Management (6, MONTHS) BAKHTAIR MEMORIAL TECHNICAL COMPUTER TRAINING CENTER. (PBTE LAHORE)**
- ✧ **1 Year Diploma in Auto CAD 2D & 3D (SDC) Punjab Board Technical Education Lahore.**
- ✧ **Diploma in Management (2 months) in Greenz Group of Collages Grw.**
- ✧ **Certificate in English Language Course (2 Months) Greenz Group of College.**

EXPERIENCE

- ✧ I have done **(7, Month) Internship in Computer Lab Administration** from Paptech Computer Education.
- ✧ I have assist **NETWORK ADMINISTRATOR** in **COMPUTER HARDWARE**, **INSTALLING SOFTWARE**, assist **OFFICE MANAGEMENT** and **GRAPHICS DESIGNING** teacher in classes.
- ✧ **1 year** working Experience in F F Rice Mills as **Electrical Supervisor**.
- ✧ Worked in Roots Computer & Technical Education Gujranwala.
- ✧ I am Teaching Short Courses in **AIMS Education** Gujranwala up till now.
- ✧ Worked as Computer operator **Assistance Controller Examination, Registration** and **Admission Officer** in **Punjab Group of Colleges 14-05-2014 to 15-02-2017** Gujranwala.
- ✧ Work as **Administration Registration, Examination & Accountant in Greenz College Gujranwala** till now.
- ✧ Working as **Coordinator Superior College University Programs in Superior College Gujranwala** till now.

EXTRA ACTIVITIES

- ✓ Reading Newspaper
- ✓ Internet Browsing and searching
- ✓ Team Work
- ✓ Wali Ball

REFERENC

- ✧ Available Your Demand