



Sumair Rashid

House No.L-43/ Sec 5/F – Surjani Town, Karachi

Mobile : 0346-2647140

Email : sumair_2323@yahoo.com

Objective :

Looking for a job as a **Clerk/Computer Operator** in a progressive organization where I can use my abilities and hard work towards the achievement of company objectives. I can assume any kind of challenging assignment and try to accomplish it with serious effort, competence and honesty.

Experience:

- **Working in Mohammad Ali Housing Society Ltd as a Computer Operator cum Clerk, since April 2006 till to-date.**
 - ✓ **Maintained all types of records**
 - ✓ **General Correspondence**
 - ✓ **Microsoft office, Internet**

Educational Qualification:

- **Intermediate**

Personal details:

- **Nationality : Pakistan**
- **Date of birth : 15.12.1985**
- **Religion : Muslim**
- **Sex : Male**
- **Marital status : Married**
- **Languages known : English, Urdu**
- **Passport No : BR9843762**

Declaration:

I hereby declare that all the details mentioned above are true and benefited to the best of my knowledge and belief. I hope the above details will meet with your requirements and you will give due consideration to me.

Yours truly,

Sumair Rashid