

Your Name

Address: Flat B/145-2 Millennium heights
F-11 Markaz, Islamabad.
E-mail: youmail@jobz.pk
Phone:+92-345-0000000

Respected Sir,

With due respect, I am enclosing my resume along with this cover letter for your kind consideration. I am doing my BBA(Hons) from Bahria University Islamabad.

I am proficient and keen learner with in depth understanding of accounting, marketing, economics, HR and management strategies, possess insight and training experience in identifying the potential market segment for business development, good interacting skills and public relations along with high adaptability.

I have almost 2years of experience in customer support, sales campaign and marketing management, accounting &finance. Appreciable and remarkable communication skills, self motivated and energetic, excellent planning and problem solving skills.

I am confident that my skills and knowledge will be best suited. I am willing to begin my employment immediately because I have strong desire to increase my knowledge by working in a professional environment, learning the latest technologies.

I am thankful to you for your valuable time to consider my particulars.

Sincerely,

Your Name

Address:
Flat B/145-2 Millennium heights, F-11 Markaz
Islamabad.
Cell:
+92-345-0000000(
+92-333-0000000
E-mail:
yourmail@:
Nationality: Pakistani
Date of Birth: 26, July1989

Languages:

English, Urdu and Punjabi

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

2008-2012: Bachelor of Business Administration
Bahria University Islamabad.

2005 -2007: F.Sc(HSSC)
Fazaia Degree College MRF,Kamra
(F.B.I.S.E, ISLAMABAD)

2003-2005: Matriculation (SSC):
Fazaia Degree College MRF,Kamra
(F.B.I.S.E, ISLAMABAD)

To contribute towards the growth and development of a dynamic business concern that offers learning opportunities in the professional and competitive environment.

BACSAP Worked as marketing agent (Nov 2008 – Aug2009)
ROY INVESTMENT SOLUTIONS pvt ltd.
Worked as Financial Advisor (Oct 2009 – Jan 2011)

Programming Languages Known:

Turbo C++ ♣

eral:

Windows, Mac OSX leopard 10.5. ♣

Adobe Photoshop, Acrobat. ♣

Dreamweaver ♣ & FrontPage.

Peachtree. ♣

MsOffice. ♣

Playing ♣ & watching Cricket.

Playing video games. ♣

Horse Riding, Jet skiing. ♣

Music. ♣

Good work ethics, Good communication skills. ♣

Ability to work in Stressful Environment. ♣