

# **CURRICULUM VITAE**

## **Rana Gulzaib**

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**Residential:** UAE



## **OBJECTIVE**

- To grow with a dynamic and progressive organization which offer sample career growth and diversified exposure, to excel in my career by achieving the company's objective.

## **PERSONAL INFROMATION**

- Given Name: Rana Gulzaib
- Father Name: Gulzar Ahmed
- Date of Birth: Mar-01-1999
- Gender: Male
- Marital Status: Single
- Nationality: Pakistan
- Religion: Muslim

## **EDUCATIONAL QUALIFICATION**

- Metric: Bise GRW
- Intermediate: Bise GRW
- Graduation: Punjab University

## **COMPUTER SKILL**

- MS-Excel
- MS-Word

- MS-Powerpoint
- Peachtree
- Tally
- Quick Book
- Professional Excel

## **WORKING EXPERIENCE**

- Two years of experience at Habib Qatar Pvt, Limited, Sialkot
- One year at liberman international as HR Coordinator, Sialkot
- One year at Dnner's as head Accountant

## **PERSONAL SKILL**

- Communication Skills
- Honesty/Work Ethic/Flexibility Determination and Persistence
- Ability to work Harmony with a co worker
- Eager and willing to add to their knowledge base and skills

## **LANGUAGE KNOWN**

- English
- Urdu

## **DECLARATION**

- I hereby declare that the information furnished above is true to the best of my knowledge and belief.

## **LICENSE DETAILS**

- Valid Driving License Pakistan (Manual)
- Valid Driving License UAE (Auto)