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| Hassan RazaHouse No: 485, Street No: 07, Sector 6J1 June Jo Town, Near to Manzoor Colony Karachi.xassanraza@gmail.com · 0304-2907831 |
| To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement. |

# Experience

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| March 2018 – CurrentExecutive Assistant & admin, Green flag scholl & college system* Composing MS Office file such as (Letter, papers, Reports, application, notes, formats, Daily attendance, Summary, timetable, something Urdu composing in word etc.
* Collect the information about repairing and damage staff, stock which utilize in school on monthly and then create the requisition.
* Attend the parent and resolve the problem.
* Resolve problem of student and teachers.
* Maintain the record of teachers and students.
* Manage completely new student admission process.
* Ensures that cleaning staff is efficiently performing duties through regular visits to all buildings to check that cleaning have been carried out to a high standard.
* Assists in the outdoor activities such as dispatching letters, parcels or any other item by hand to respective official/agency.
* Ensures that utility bills which include Electric, Gas and Telephone are submitted to the Head office well in time and maintains proper receipt record submitted to Head office.
* Any other job/task assigned by Management.
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| july 2017 – december 2017Base Operato, Telogix Private Limited* Generating reports on Excel through web which are require by the upper management.
* Manage Problems which occurs on daily bases.
* Troubleshooting of tracking devices and re-configured
* Getting log reports of tracking units and Servers on daily bases
* Monitor of all operational activities according to SOPs (standard operations procedure)
* Coordinate and handle base attendants about emergency events
* Communicate all corporate clients for all their operations concerns issues.
* Training session of new fresh base attendants and inbound and outbound calls
* Create and maintain all Parco Vehicles activity logs.
* Responded to inquiries and telephone calls.
* Resolves Client problems by answering questions and requests
* Create Daily Driving Report All Parco Vehicles.
* Look after the scenarios of snatching/stolen vehicles.

may 2016 – July 2017**Supervisor,** SANA GARMENTS FACTORY* Manage all indoor and outdoor activities.
* Manage and save all record of material, workers salary, workers attendance, Incoming material and outgoing material.
* Check the workers performance and solve the all type of workers problems.
* Check the quality of material.
* Purchase material form market and maintain record of purchase material.
* Assist owner in daily bases working.
* Provide daily basis working details to Operators.
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# Education

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| june 2017- december 2020BACHELOR IN COMPUTER SCIENCE, SINDH MADRESSATUL ISLAM UNIVERSITYEvening Timing Classes  |
| may 2015Intermediate, F.G BOYS INTER COLLEGE KARACHI CANTTMajor is Computer Science, C Languagemarch 2013Matriculation, BAHRIA MODEL SCHOOL SABIR S.R.E KARACHIMajor is Computer Science  |

# certification

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| Dec 2018- feb 2019WORdpress, Digiskill |

# Computer Skills

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| * WordPress
* HTML/CSS
* Bootstrap
* Ajax/JQuery
* C language
* SQL
 | * 35+ word Per Minute
* MS Office
* Video Editing
* Social Media Management
* Troubleshooting Hardware and Software
* Installation Hardware and Software
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# Skills

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| * Good communication and problem-solving ability.
* Ability to do work independently.
* Positive Thinking, ability to take challenges, motives.
* Sincere, confident and hard worker.
* Fast learner and adjust in new environment fastly.

LinkedIn Profile:[www.linkedin.com/in/xassanraza](http://www.linkedin.com/in/xassanraza) |

# Refrence

Will be provided on demand.