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| Hassan Raza  House 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. |
| 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. |

# Education

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| june 2017- december 2020BACHELOR IN COMPUTER SCIENCE, SINDH MADRESSATUL ISLAM UNIVERSITY Evening Timing Classes |
| may 2015Intermediate, F.G BOYS INTER COLLEGE KARACHI CANTT Major is Computer Science, C Language march 2013Matriculation, BAHRIA MODEL SCHOOL SABIR S.R.E KARACHI Major 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 |

# 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.