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# Qasim khalil

To prove my self as a valuable assets to the organization of my ability to work under any working environment if given an opportunity with grasp working procedures the HIGHEST LEVELS and the best interest to passes the skills and to work long duration within a team.

STREET NO.2 MUSLIM TOWN SADIQABAD, RAWALPINDI

☎ 0303-5284707

✉ qasimkhalil442@gmail.com

## SKILLS

### Computer skills

- Ms Word
- Ms Excel
- Ms power point
- IT basic
- Email outlook

### Soft skills

- > Collaboration
- > Communication
- > Presentation
- > Active learning

## EXPERIENCE

Office work intern | reception work (Data managing)

July 2021 - July 2022

## EDUCATION

### Faisal Model High School – SSC(Matric)

March 2020 - June 2021

### ACHIEVEMENT

1073 marks obtained in matric ( 97% ) and got position in class

### Kips College – HSSC(FSc pre Engineering)

First year completed

Second year is not yet finished

## Personal Details

- Father's name : Khalil-ur-Rehman
  - Nationality : pakistan
  - Religion : ISLAM
  - Language : English, Urdu and TOPIK basic level
  - B-form no. : 37405-6726867-7
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