**Sample Curriculum Vitae Format**

Usman Ali
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Shahzad Town,
Islamabad
Cell: 0333-5444545
Email: mymail#@jobz.pk
Date of Birth: August 14, 1990

**OVERVIEW:**
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I am a student of Management & Business Administration who is strongly ambitious to learn, grow and succeed by fair and ethical means. I am able to think on my own feet, possess a sense of responsibility and have a “can do” attitude. I am that sort of a person who has the natural ability to provide excellent service within a challenging environment.

**EDUCATION AND QUALIFICATION:**
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1. Bachelor of Business Administration 2012
Iqra University – Karachi, PK
Business Administration Courses
(CGPA 3.3)

3. Higher Secondary – 1st Division (2007-2008)
Board of Intermediate & Secondary Education – Hyderabad, PK
Pre-Engineering Subjects

4. Matriculation – 1st Division (2005-2006)
Board of Intermediate & Secondary Education – Hyderabad, PK
Science Subjects

**SKILLS & EXPERIENCE**:
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• Knowledge of Microsoft Windows XP/Vista (basic), Microsoft Office (word, excel, power point)
• Good practice of working on the Internet (Internet Savvy)
• Good knowledge of Blogging and online Social networking
• Confident and Neutral Accent of English
• Ability to Read, write, speak and understand English Language
(Achieved Certificate of English Proficiency from Islamabad Academy, Islamabad, Pakistan)
• Fast English Typing Speed
• Excellent interpersonal, report writing, negotiation, and communication skills

**HOBBIES & INTERESTS:**
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Reading Books, Swimming, Playing Table Tennis, Watching Reality Shows like Top Gear, Analyzing current affairs and discussing the issues, Love to find out solutions for problems, and travelling

**REFERENCES:**
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Will be furnished as per requirement