**Sample Curriculum Vitae Format**

Usman Ali   
House No. 111, Street No. 8,  
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