

## Personal Information:

Full Name: **Kamran Tofail**  
Father Name : Muhammad Tofail  
Gender: Male  
Marital Status: Married  
Date of Birth: 6<sup>th</sup> June, 1992  
CNIC Number: 34103-0880071-1  
Mobile Number: +92-300-9146425  
Email: chkamirajput@gmail.com  
Postal Address: Village, Manjwali, P/O Phama Sara, Tehsil Nowshera Virkan, Distt Gujranwala  
Nationality: Pakistani  
Religion: Islam  
Domicile: Gujranwala

## Objective:

To obtain a respectable position in an establish organization where my full competence and skills will come to use, and where I can preserve to improve my knowledge and aptitude. With a view to seek opportunity to contract the highly efficient and challenging standards of the organization with the passion to bring success in the given field.

## Education:

| Degree        | Year | Obt. Marks | Total Marks | Grade | Board                          |
|---------------|------|------------|-------------|-------|--------------------------------|
| Matriculation | 2009 | 610        | 1050        | C     | Gujranwala                     |
| D Com         | 2011 | 756        | 1200        | B     | PBTE<br>Lahore                 |
| B Com         | 2013 | 799        | 1500        | B     | University<br>of the<br>Punjab |

## Professional Accreditations:

## Experience:

- **Three year experience in teaching.**

## Skills

- Diploma in Computer Office Management
- Proficient in MS. Word, Excel, Power Point, Access
- Excellent Skills and ability to handle multiple tasks efficiently
- Highly organized to work under pressure
- Ability to perform tasks cooperatively in a team environment as well as independtly.