

Flat 11, Bldg 1326 Road 8243729 Block 337
Umm Al Hassam, Kingdom of Bahrain
Mobile: +973 6631 1070
Email: hamzamanzoor@yahoo.com



HAMZA MANZOOR

Objective

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my Technical skills & abilities.

Committed individual adept in efficiently utilizing available resources in completing assigned tasks. Seeking an entry-level position as a fresh graduate of Business Administration, providing a high end administrative duty for the company.

SKILLS

- Ability to prioritize urgent works, manage time & multitask.
- Strong communication Skills
- Computer savvy & well verse in Microsoft office

PERSONAL QUALITIES

- Positive Attitude
- Excellent Communication skills to interact individuals at all levels
- Able to work unsupervised and learns fast with creativity.
- Outspoken, friendly, independent and level headed person who likes to make friends.
- Involved in personality development and updating knowledge based through Reading, listening and observation.
- Listening to music, dancing and sports are favorite leisure activities.

ACHIEVEMENTS

- Build a team at college for college building purpose
- Got first division in COMPUTER COURSE.
- Active participation in speech competition at college level.

STRENGTHS

- Good listener
- Hard worker
- Flexible
- Self-motivated

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ACADEMIC QUALIFICATION

- **Bachelor's in B.A.**
Sindh University – Sindh Mirpurkhas
January 2019 to Present
- **Diploma in 3 years apprenticeship aircraft structure repair**
Pia Training Center – Karachi
January 2017 to December 2020
- **Diploma in computer science**
Oxford Computer Institute - Karachi
May 2016 to August 2016
- **High School equivalent Pre-Engineering**
Board of Intermediate Education – Karachi
January 2013 to March 2015

CERTIFICATE

- **IOSH Managing Safely in IOSH**
Pakistan safety institute – Karachi
May 2016 to August 2016

PERSONAL DATA

Date of Birth	: February 25, 1996
Age	: 24
Gender	: Male
Civil Status	: Single
Language or Dialect	: English Fluent, (Urdu, Hindi, And Arabic).

Signature: _____