

CURRICULUM VITAE

PERSONAL INFORMATION

Name : KASHIF JAVID YOUNAS
Father Name : Muhammad Younas
Date of Birth : 05-01-1997
Nationality : Pakistani
Religion : Islam
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QUALIFICATION

Degree information	Year passed	Marks	Board/University
Metric	2014	728/1100	BISE Gujranwala
MS OFFICE MANAGEMENT	2015	Certificate	IT Group of Education Ghakhar
Intermediate computer science	2017	561/1100	Govt Degree College Ghakhar Mandi
B.A(LIB&INF.SCI)	2019	683 / 1100	Allama Iqbal Open University

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

COMPUTER SKILLS

- Microsoft Windows
- Microsoft Office
- Internet , Email
- In page
- Adobe Photoshop

EXTRA CURRICULAR ACTIVITIES

- Internet surfing
- Book reading
- Cricket

LANGUAGES

- English
- Urdu
- Punjabi

REFERENCE

The main reason is that references are only required at the very end of the recruitment process. ... You then need to be made an offer and only after you accept an offer will references usually be requested. The simple fact is that the purpose of a CV is to get you a first interview, references are superfluous so early on.