

ZAMEER RAJA

PROFILE

I am an organized, punctual, and principled individual who values professionalism and integrity. With strong communication skills, I excel at building relationships, collaborating across teams, and contributing to shared goals. My ability to work harmoniously with others, combined with a proactive and noble attitude, ensures I add meaningful value to any organization.

I am passionate about teamwork, personal growth, and creating positive environments where innovation and excellence thrive. I am confident that my skills and character will align well with the high standards of your esteemed organization, and I look forward to the possibility of contributing to its continued success.

EXPERIENCE

- ❖ MS WORD (One Month)
- ❖ POWERPOINT (One Month)
- ❖ Basic Excel
- ❖ Business managing (Five Months)
- ❖ Chicken waste selling dealing (Five Months)
- ❖ Office Management (Five Months)

EDUCATION

Intermediate Pre Engineering

Punjab College - Okara Apr 2021 – Jun 2023

Bachelors in Arts/ BA

A Iqbal Open University - Okara May 2025 –Ongoing

Office Management / Certification

Cothm College International Mar 2023 – Jun 2023

PERSONAL INFORMATION

- ❖ Name: Zameer Raja
- ❖ S/O: Sadiq Masih
- ❖ Domicile: Okara (Punjab)
- ❖ Marital Status: Single
- ❖ Gender: Male
- ❖ CNIC No: 35302-4345337-7
- ❖ Address: Main 1.4L road
Gulshan Ahmed town OKARA

CONTACT

📍 Okara, Punjab, Pakistan

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✉ chrajapandya12@gmail.com

OTHER DETAILS

- ❖ Nationality: Pakistan
- ❖ Religion: Christianity

SKILLS

- ❖ Business Management
- ❖ Chicken Waste Selling
- ❖ MS Word (Expert)
- ❖ Powerpoint (Expert)
- ❖ Office Management

LANGUAGES

- ❖ Punjabi: Native
- ❖ Urdu: Native
- ❖ English: Fluent