# OBJECTIVES

# EDUCATION

2011-2015

2009-2011

2008-2009

# EXPERIENCES

2015-2016

**MUHAMMAD** [**MUHAMMAD.329463@2freemail.com**](mailto:MUHAMMAD.329463@2freemail.com)

HR administration Assistant VISIT VISA

I am seeking an employment opportunity for such a company where I can utilize my business development skills and abilities to provide a significant impact on company development to grow and expand the company mission and vision with good career paths.

**University Degree:** (4 years)  
**BBA Hons** (Bachelor of Business Administration)   
Islamia college university Peshawar Pakistan  
  
  
**Intermediates:**  
College Certificate (Pre-Engineering)  
The city College Peshawar Pakistan.  
  
**Matriculation:**High School Certificate (Sciences)  
AIMS School Peshawar Pakistan

**HR Administration Assistant:** (1 Year)   
The Bank of Khyber head office Peshawar Pakistan

**Jobs Responsibilities:**Answer employee questions  
process incoming mails and received phone calls

Create and distribute documents

Provide customer service to organization employees

Maintain computer system by updating and entering data

Arrange appointments and meeting

Participate in recruitment

Schedule interviews and assist interview process

Orientation to new employee

Administrate new employee assessment

# COMPUTER COURSES LANGUAGES COMMAND

# INTERESTS & HOBBIES

# PERSONAL PROFILE

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# PASSPORT DETAILS

# VISA DETAILS

**MS Office:** Have good skill of MS Word, Excel, and Power point.   
**Outlook:** Have good skills of outlook to receive or compose emails.  
**Internet:** Have good skills of Internet to browsing.  
**Windows:** Have strong skills of operating windows systems.

**English:** Good communication skills and fluency in verbal and non-verbal English  
**Urdu:** Good communication skills and fluency in verbal and non-verbal Urdu   
**Pashto:** Native language  
**Hindi:** Basic Understandings skills.

**Travelling:** Like to travel into different places, different cities.  
**Sports:** Like to play different games such as Cricket, Football etc.  
**Relations:** Like to make relations with different cultures and religious people  
  
  
  
**Marital status:** Single.   
**Date of birth:** October, 15th 1991   
**Nationality:** Pakistani  
**Age:** 25 Years

**Date of issue:** 7th December 2015   
**Date of Expiry:** 5th December 2020

**Visa type:** Visit visa  
**Starting Date:** 3rd December 2016  
**Expiry Date:** 25th February 2017