**Muhammad**

[**Muhammad.363721@2freemail.com**](mailto:Muhammad.363721@2freemail.com)

**PERSONAL INFORMATION**



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| --- | --- | --- |
|  |  |  |
|  | **Date Of Birth** | Aug 04, 1993 |
|  | **Religion** | Islam |
|  | **Marital Status** | Married |
|  | **Nationality** | Pakistan |
|  |  |  |

**CAREER OBJECTIVE**



**“**To learn the professional skills to enhance my experience and practically take a partof this organization, and put in best of my efforts in achieving the Organizational Goals and Objectives**”**

**ACADEMIC QUALIFICATIONS**

* **Income Tax Law One Year Diploma Program (**Awaiting result**)**

University of the Punjab

* **B.Com (** IT **)**

University of the Punjab

* **I.Com**

Lahore board

* **Matric**

Lahore board

**Professional Experience**



* Working as Accountant & Office Management in **Apex School Of learning** (continue from 13 Jan, 2016 to 2017 till Continue)
* Worked as a IT Assistant in **Pizza & Burger Hut Restaurant** (continue From 12 Jan 2014 to 5 Jan 2016
* Worked as A Team Manager in **AFC Restaurant** ( Promoted From 01 Sep 2014 to 12 Nov 2015)
* Worked as a Cashier in **AFC Restaurant** (Promoted From12 Jan 2013 to 24 Aug 2014)

**Responsibility**



* Provides assistance in the use of personal computer hardware, software, and specialized mainframe technology or operates a multi-platform computer environment or monitors the production scheduling, execution, and successful completion of production jobs;
* Sets up and configures desktop computers, peripherals and accounts assigning security level;
* Installs software and installs and repairs hardware and peripherals;
* Tests programs;
* Troubleshoots, diagnoses problems, implements corrective action procedures within prescribed guidelines and/or escalates to other technical resources as appropriate;
* Maintains systems, databases and web pages;
* Administers user accounts;
* Transfers computer files between platforms;
* Provides basic troubleshooting, repair and maintenance for computer equipment (e.g. microcomputers, disk drives, and laser printers) and may assist with testing personal computers and peripherals on a network to diagnose, hardware versus software problems;
* Maintains records;
* Contributes to unit goals by accomplishing related duties as required.

**COMPUTER/TECHNICAL SKILLS**



* Microsoft Office Suite (2007/2010) Word, Excel, PowerPoint, Access ,
* Computerize Accounting (Peachtree)
* Installation of Different Software
* Installation of all windows(xp,7,10)
* Internet Communication
* Computer hardware &software

**OTHER SKILLS**

* Having ability to work in team
* Having ability to manage time
* Can work in pleasant and stressful circumstances
* Have Good Interpersonal Skills

**LANGUAGES**

* Urdu **(**Native**)**
* English
* Punjabi

**Area of Interest**

* Internet
* Searching on new Computer Technology
* Total Quality Management
* Simulation
* Accounts

**REFERENCE**



Can be furnished as per requirement