**MUHAMMAD**

**I.T (Computer Operator/Data Entry Operator)**

**Email:** [Muhammad.369445@2freemail.com](mailto:Muhammad.369445@2freemail.com)

**State:** Sharjah, **Country:** UAE

**Visa Status:** Visit **Valid Until:** 30 - May - 2017

**PASSPORT INFORMATION**

**Issuing Authority:** Gujranwala, Pakistan

**Date of Issue:** 20 - Dec - 2012 **Date of Expiry:** 18 - Dec - 2022

**PERSONAL INFORMATION**

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| --- | --- | --- | --- | --- | --- |
|  |  |  |  | Date of Birth | **9th-May-1990** |
| District | **Gujranwala** | Province | **Punjab** | Nationality | **Pakistani** |
| Religion | **Islam** | Marital Status | **Single** | Gender | **Male** |
| Languages | **Urdu, English, Punjabi** | Blood Group | **B+** | Height | **5-8** |

**OBJECTIVE**

Searching for a position in a well reputed organization / company, which offers challenging opportunities and stimulating work atmosphere that explores my qualities and in response shows my abilities at their best*.* I believe that my skills and ability will prove to benefit your organization / company.

**PERSONAL PROFILE**

* I can apply my knowledge & skills in a very effective & efficient way.
* Having ability to work in teams & manage time very well.
* Hard working & committed person.
* Analytical skills to analyze the situation & work.
* Having ability of learning fast from mistakes.
* Ability to pick up new skills quickly.
* Finding the problems and suggest the best possible solution.

**ACADEMIC QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **HSSC** | DAE (Electrical) | 2010 |  | P.B.T.E. Lahore |
| **SSC** | Matriculation | 2007 |  | B.I.S.E. Gujranwala |

**EXPERIENCE**

* 2 years Teaching experience in Swedish Institute of Technology Gujranwala.
* 2 years experience in Kiran Metal Industry as Data Entry Operator.
* One year experience in HARL Export Import Company as Computer Operator.
* Worked as Export Manager in Butt Carpet from December 2015 to January 2017.

**COMPUTER SKILLS**

* Having efficient skills in working in Microsoft Office (Word, Excel & Power Point) and Internet Surfing.
* Proficient in computer hardware, software & installation of programs, Windows etc.
* Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier.
* Good experience of data entry.
* Ability to work with numerical and alphabetical data.
* Typing speed 35 to 40 WPM.
* Hardware testing tools: multi-meter, cable tester, card tester, soldering de-soldering.
* Assembling and reassembling of computer peripherals.
* Looked after the networking hardware, including routers, switches, fiber optics, and wireless networks.
* Create and maintain computer networks.
* Proficient in Photoshop and Corel Draw.
* Proficient in surfing of internet, E-Mail, Web Browsing and downloading.
* Proficient in usage of printer, scanner, CD ROM & Writer.

**TECHNICAL SKILLS**

* Instruments installation as per drawings.
* Usage of Digital and Analog multi-meters.
* Knowledge of Electrical equipment.
* Installation of fancy lights & lamps and all other Electrical Goods.
* All kind of wiring (III-phase and I-phase) including building.
* Both practical as well as theoretical knowledge of Different Electrical Instruments.
* Knowledge of Motor, Generator & Alternator.
* Knowledge of wireless communication.
* Cellular Mobile Communication.
* Analog and Digital Communication.

**IMPORT EXPORT SKILLS**

* Checking shipment goods, verifying shipping invoices and supporting papers.
* Coordinating with buyers and purchasers for price quotations and shipment.
* Scheduling transport of shipments after approval from the customs.
* Monitoring delivery schedules and keeping in touch with buyers and purchasers.
* Supervised work of loading and unloading at the deck and airport.
* Inspected packaging of goods and took extra precautions to save damage and spoilage to goods.
* Booked deliveries with airlines, and sea transport for direct shipments.

**REFERENCES**

AVAILABLE UPON REQUEST