Muhammad 

 Sharjah| muhammad.375455@2freemail.com

**Personal Profile**

### Career Objective

Seeking a challenging position with a reputed organization offering the full utilization of my proven skills in order to assert my abilities.

### Career Planning

To show the best of my knowledge ,policies and practices in the areas of computer and to be the best in this field in order to achieve defined goals.

### Language Proficiency

* English
* Urdu
* Punjabi
* Arabic

**Extra Curricular Activities**

* Cricket
* Reading books
* Surfing inte rnet

**SPECIAL SKILLS**

* Self Motivated
* Team player
* Leadership
* Organized
* Fast learner

Religion: Islam

Nationality: Pakistani

Visa status: Visit (90 Days)

**Academic Achievements**

 **Bachelor of Arts (2007)**

 University of Gujrat

 **Intermediate (2005)**

Board of Intermediat and Secondry Education Gujranwala

**Matric (2001)**

Board of Intermediat and Secondry Education Gujranwala

Diploma in Hotel Management 2010

Diploma in Air tecketing 2010

English Speaking Course 2011

Diploma in H.S.E Safety 2013

Certificate of Fire Safety 2013

 Certified First Responder course with Rescue 1122, 2014

### Computer Knowledge

Dimploma in MS office 2007

Diploma in Graphic Design 2008

Excelant typing speed in English and Urdu

**Experience**

**Position Orgnization From *To***

Computer Operator Bastion college of Science & commerce, 1-11-2007 30-04-2008 (6 months)

 Jalalpur Jattan, Gujrat

Computer Operator Chenab college of Commerce, Gujrat 1-06-2008 5-12-2010 (1.6 Years)

House keeping supervisor Qasr Al Sharq Tower Hotel , Makkah, Saudi Arabia 18-12-2012 18- 7-2013 (8 months)

 Field Coordinaator Punjab Rural support programme 8-4-2015 9-4-2016 (1 Year)

Article writer For News papers & websites

**Reference**

 Available on request

##