

Zeeshan

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Enthusiastically seeking a job that provides me to apply my knowledge to the challenging Computer Science field with zeal of commitment leading to the growth and development of organization.

**WORK EXPERIENCE**



**Internee**

Record Center

*03/2017 – 02/2018* *Muzaﬀargarh,Pakistan*

*Its is a land record center in there all the land records and owners details are saved and manged As per Government law .*

*Tasks fulfilled at job*



Issue Tokens to walk in guests Making schedule & appointments Making new records in hard & soft form. Update existing Records

Menage paper work and data in soft form.

scheduling meetings between Staﬀ & guests.

Assist seniors in daily work routines.

Reporting to seniors about daily tasks.

**SKILLS**



Computer Typing Command on MS Word



Command on MS Excel



Command on MS Power Point



Menage the things in better way



Good Communication Skills



Good Proficiency in English Language

**ACHIEVEMENTS**



Workshop of ASET

*its about the technology of BIG DATA, IOT & Cloud Computing*

**Computer Operator/ Computer Teacher** High School

*03/2018 – 08/2019* *Muzaﬀargarh,Pakistan*

*Tasks fulfilled at job*



Maintain Records of students.

Organize Events.

Teach Computer Subjects.

Making schedule of class periods

Menage data of students & teachers.

Menage school data in hard & soft copy.

**EDUCATION**



**BS Computer Science**

University Of Gujrat

*08/2012 – 11/2016* *Gujrat*

**Fsc Pre Engineering**

Govt Post Graduate College

*11/2010 – 09/2012* *Muzaﬀargarh*

Get Laptop as an Award from the Government of Pakistan

Certification Of IELTS with Overall 5.5 Bands

**LANGUAGES**



|  |  |
| --- | --- |
| English | Urdu |
| *Professional Working* | *Native or Bilingual* |
| *Proficiency* | *Proficiency* |
| Punjabi |  |
| *Native or Bilingual* |  |
| *Proficiency* |  |
| **INTERESTS** |  |
|  |  |



Travelling new places



To know about new famous places



playing badminton Watching Movies



Listening Songs Coins Collection

**Matriculatin**

WAPDA Boys High School

Muzaﬀargarh,Pakistan

*12/2008 – 08/2010* *Grade (B)*