

MUHAMMAD SHAN

Clerk

Phone: 03181513466

Email: mshan05599@gmail.com

Date of Birth: 10/20/1997

Gender: Male

Marital Status: Single

Address: Islamabad, Islamabad,
Pakistan.

Work Experience

- April 2018 - December 2020 **Receptionist**
Union Overseas Agency Islamabad, Pakistan
- February 2017 - February 2018 **Files Scanner**
FECHS Contract Islamabad, Pakistan
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- March 2021 - November 2022 **Office Support**
Season Islamabad, Pakistan
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Education

- January 2014 - December 2015 **Matric - Islamabad Model School For Boys FBISE**
Senior Secondary School Certificate (SSCE) Islamabad, Pakistan.
- January 2016 - December 2017 **Intermediate - Islamabad Model College For Boys FBISE**
General Certificate Of Secondary Education (GCSEs) Islamabad, Pakistan.
- January 2018 - September 2021 **Graduation - IMPGC (QAU)**
Bachelor Of Arts Islamabad, Pakistan.

Skills

Ms Office

Customer Service

Cashier

Team Working

Time Management

Hobbies

Reading

Traveling

Playing Games

Internet Searching

Team Working

Referees

Available on Request