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|  |  | | Muhammad Awais |
| Profile I am able to handle multiple tasks on a daily basis. I use a creative approach to problem solve. I am a dependable person who is great at time management. I am always energetic and eager to learn new skills Contact PHONE:  +92 304 1101999  Address: H# 18-S 33/A Madina St.#03, Karman Wala Colony kotlakhpat Lahore, Pakistan  EMAIL:  Owais.Saif22@gmail.com Hobbies Naat Reciting  Travelling  Reading  Video Editing |  | EDUCATIONAllama Iqbal Open University 2021 Continue Continue BA from Allama Iqbal Open University Lahore. Government College GKRSC 2015 - 2017 Done FSC from Government College Khwaja Saad Rafique, Walton in 2017.  **KIPS Academy 2013 - 2015** Done Private Matriculation from BISE-Lahore.WORK EXPERIENCESA Enterprises | Assistant Production Manager 2022–2023 Worked as an Assistant Production Manager in SA Enterprises. I managed my work with cutting and stitching department and create a report in bulk. Maintain all the quantity of our products and measurements. I also deal with the clients ,host meetings with them. Waqas Burgers | Food Cashier 2020-2022Collected payments from customers.Wrote patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.Checked with customers to ensure that they are enjoying their meals and take action to correct any problems.Served food or beverages to patrons, and prepare or serve specialty dishes at tables as required.Video Editing | 1 Year Experience Professional video editor with 1 year of experience with advanced video editing skills and knowledge of the latest video editing software, tools and techniques. **SKILLS**  * Management * Teamwork, * MS Office Excel * Adobe Photoshop CC * Adobe Premiere Pro CC * Typing speed up to 30WPM. | |

**REFERENCE**

Will be furnished on demand