#### 

**CURRICULUM VITAE**

***MUHAMMAD AYAZ***

* **Address: Muhalah Hafiz abad Khar Tehsil Khar district Bajaur Pakistan**
* **Contact No: 03069068264- 03467709592**
* **Email add: Muhammadayazqq@gmail.com**

**OBJECTIVE**

I would dedicate myself towards the achievement of company’s objectives while being a part of it and would carry out my duties responsibility, while maintaining excellent interpersonal relationships with my fellow workers. Dedicated to enhancing underwriting department operations with an analytical and disciplined approach. Able to work with minimal direction to solve problems, resolve conflicts and respond to customer inquiries.

**PERSONAL DETAILS**

* **Father’s Name : Muhammad Zarin**
* **Religion : Islam**
* **Marital Status : Single**
* **CNIC : 21103-2595254-3**
* **Nationality : Pakistani**
* Domicile : Bajaur
* E-mal : Muhammadayazqq@gmail.com
* Gender : Male
* Permanent Address : Mohalla Hafiz abad district Bajaur Khar

**ACADEMIC QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **DEGREE** | **YEAR** | **BOARD/UNIVERSITY** |
| **M.A Economics** | **2022** | **University of Malakand** |
| **M.A (urdu)** | **2019** | **University of Malakand** |
| **B.com** | **2017** | **Fuuast Karachi** |
| **D.com** | **2012** | **KPKTB Peshawar** |
| **Matric** | **2010** | **BISE Malakand** |
| **DIT** | **2020** | **KPKTB Peshawar** |

**SKILLS**

* Microsoft Office, Data Entry Management systems.
* Document scanning
* Team leadership
* Data entry
* Inspection reviews
* Product testing
* Report writing
* Client assessment and analysis
* Data analysis
* Data management
* Interpersonal and written communication
* Project management
* User interface understanding
* Billing, communication , Data Entry, filling, Microsoft Office, Windows, Mail, organizational, ,processes, typing.

**CERTIFICATE**

**.CIT two months From IDC Karachi**

**. Two months English language certificate from IDC Karachi**

**. Financial Consumer awareness certificate from Federal Urdu University of arts and science technology**

**. Three months e commerce certificate from VU university**

**WORK HISTORY**

**Date entry Operator at Humdard Surgical Enterprise TMG Dir , KPK Pakistan / ( 1 year Experience)**

* Simplified the processes of retrieving data from the computer system, maintaining department records, typing and compile reports daily, quarterly and annually.
* Installed new software updates and security patches.
* Performed continuous checks on various data access types, such as user logins and file permissions.
* Ran various machines such as desktops, printers and sorters.
* Managed creative projects from concept to completion while managing outside vendors.
* Managed firewall, network monitoring and server monitoring both on- and off-site.
* Streamlined and enhanced the corporate accounting and operations system. Scanned documentation and entered into the database.
* Organized forms, made photocopies, filed records and prepared correspondence and reports.
* Completed data entry tasks with accuracy and efficiency.
* Managed large data projects, including scheduling, data entry, and checking for accuracy.
* Obtained scanned records and uploaded them into the database

**DEO (Data Entry Operator) / Moon Ways Travel Agency District Bajaur Khar kpk**

* Communicated with associates to ensure cohesive completion of work.
* Assisted with receptionist duties, file organization and research and development.
* Identified data entry errors and reported to necessary departments.
* Reviewed completed work for compliance with regulations.
* Compiled quarterly budget reports, financial spreadsheets and organizational charts to improve office organization.
* Scanned documentation and entered into the database.
* Organized forms, made photocopies, filed records and prepared correspondence and reports.
* Completed data entry tasks with accuracy and efficiency.
* Managed large data projects, including scheduling, data entry, and checking for accuracy.
* Obtained scanned records and uploaded them into the database.

**Teacher in Faran Modal School School at Bajaur khar, KPK Pakistan**

**( 3 years’ Experience)**

* Teaches English Subject .
* Teaches Urdu Subject .
* Teaches History Subject .
* Teaches Pak study Subject .
* Teaches Economic

**Teacher as a home tutor at Bajuar and karachi Pakistan ( 4 years experience**

* Teaches English Subject .
* Teaches Urdu Subject .
* Teaches History Subject .
* Teaches Pak study Subject

**Voice Principal in Leeds School and College at Bajaur kpk (2 years’ Experience )**

* Assisted with receptionist duties, file organization and research and development.
* Analyzed departmental documents for appropriate distribution and filing.
* Managing all kind of issues related to institute

**Accountant at Aquera water company Karachi ( 1 year experience)**

* Assisted with receptionist duties, file organization.
* Analyzed departmental documents for appropriate distribution and filing.
* salary deposit
* Billing organization
* Bank deposit slip issuing

**Travel agent at Shalman travel agency Dist Bajuar KPK Pakistan( 1 year experience)**

* Analyzed departmental documents for appropriate distribution and filing.
* E ticket analyzing
* Billing organization
* Bank deposit slip
* Traveling ticket , Passport , pictures, documents scanning and processing
* Organized forms, made photocopies, filed records and prepared correspondence and reports.
* Completed data entry tasks with accuracy and efficiency.
* Managed large data projects, including scheduling, data entry, and checking for accuracy.
* Obtained scanned records and uploaded them into the database.

**HOBBIES**

* Recite Holy Quran
* Reading Books
* Watching Mobile
* Watching TV

**LANGUAGE**

* Pashto
* Urdu
* English

**REFERNCES**

* Available on request