**MUHAMMAD ZAMRAN GUL**

**House no: P&T Colony near post office zarghoon road Quetta.**

**Phone: +92-333-3448577**

**E-mail: zamranrajpoot@gmail.com**

**OBJECTIVE:**

I am seeking a position in a well-established organization having innovative, dynamic and challenging environment with long-term career prospects that allow me to utilize my balanced academic background, diverse skills & experience in order to benefit the organization and to get the practical experience that can be of mutual benefit. I am well-versed with the sufficient level of communication & computer skills. I have acumen and capability to manage multiple projects and tasks simultaneously.

**EDUCATION:**

|  |  |  |
| --- | --- | --- |
| **BA**  University of Baluchistan Quetta | **Intermediate**  Govt. Tameer I Nau Collage Quetta | **Matriculation**  Tameer I Nau Public High School Quetta |

**EMPLOYMENT HISTORY:**

### **Data entry operator Careers .::. MicroMerger (Pvt.) Ltd.**

**Job Responsibilities:**

• Perform general data entry using SAP, Microsoft Excel and Word.  
• Input data into a variety of computer programs with pace and correctness  
• Perform a wide variety of secretarial tasks in support

**MAJOR QUALIFICATIONS:**

• Over 3 year’s data entry and administrative experience  
• Typing Speed: 60 WPM of URDU and ENGLISH   
• Highly skilled in operating a variety of office machines and equipment such as

computer, fax, scanner and copier  
• In-depth knowledge of MS Office applications (Word, Outlook, PowerPoint and Excel)  
• Proven record of using honesty and discretion when handling business information  
• Demonstrated ability to use office equipment with a high degree of accuracy and efficiency

**Knowledge & Experience**

* Electronics Tools: printer, Scanner
* Platforms: Windows 10, Windows 8, Windows7, Windows Xp/98/95, 2000, 2006,
* Concepts: Operating systems, Microsoft office, Adobe Photoshop, Adobe cs5, Coral
* Draw, In page, Auto Cade.

**Hobbies:** Hiking, Cricket, Football.

**Languages:**

Urdu (Excellent)

English (Excellent)

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**(MUHAMMAD ZAMRAN GUL)**