Curriculum Vitae

Muhammad Iftakhar

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Objective

I am enthusiastic, energetic, having a groomed personality and always in search of betterment. My professional objective is to seek a challenging position that will utilize and enhance my abilities.

Personal Information

Father's Name	:	Mukhtiar Ahmad
Date of Birth	:	05-06-1995
C.N.I.C	:	36301-1045221-5
Domicile	:	Multan (Punjab)
Nationality	:	Pakistani
Marital Status	:	Married
Residence	:	Rawalpindi(Currently)

Qualification

DEGREE NAME	PASSING YEAR	BOARD/UNIVERSITY	MARKS/TOTAL	GRADE
MA EDUCATION	2023	SARHAD UNIVERSITY	3.36/4.00	A
MASTER OF COMPUTER SCIENCE	2017	GLOBAL INSTITUE LAHORE	3.85/4.00	A
BSC (COMPUTER SCIENCE)	2014	BZU MULTAN	591/800	A
ICS	2012	BISE MULTAN	823/1100	A
METRIC SCIENCE	2010	BISE MULTAN	859/1050	A+

Certification

- **IT ADVANCE** 06 Months FROM **AGT Rawalpindi**

Language Skills

- Having command on reading writing and speaking Urdu, English and Saraiki.

Working experience

1. 05 Years Experience as an **Assistant** at **Global Trade Village** (**Logistics Import & Supply Chain**).
   Key Responsibilities:

- Assist with financial tasks, such as preparing, maintaining, processing and tracking of invoices and expense claims.
- Ability to build and maintain relationships with stakeholders at all levels like customers handling.
- Perform day-to-day tasks related to the position like record update, daily diary , file work and inventory.
- Provide cargo status by outlook email system to all customers and also deal with international agents in order to provide a timely and accurate service to clients.
- Dealing with Banks regarding EIF process and custom clearance .

2. 1.5 Years Experience as **a JCO in Public Sector Organization (Currently working).**

- Installing and handling application software, hardware, and networks.
- Update and maintain inventory record through application software.
- Monitoring system performance and troubleshooting issues.
- Data analysis through SQL.
- Basic knowledge of Oracle database and IT.
- Maintaining balance sheets and purchase invoices data daily basis.

Skills

- Good Typing speed with 40WPM English and and 20 W/M Urdu typing speed.
- Accounts (Ledger Telly , Data entry , making balance sheets and maintaining files).
- Easily work on Application Software.
- MS Office (Word, Excel, Power Point, Access, Outlook).
- Easily Work on LAN Network.
- Communication skills.
- Problem Solving.
- Teamwork and Responsibility.
- Administrative and Management.
- Basic Knowledge of Information Technology (IT) and Oracle Database.
- Ability to multitask, work under pressure, and manage time and workload effectively to meet strict deadlines.

Hobbies

- Books and newspapers reading, Net Surfing, Google Search and Cricket .

Reference

Available on demand.