

## 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	1 <sup>ST</sup>
MASTER OF COMPUTER SCIENCE	2017	GLOBAL INSTITUTE LAHORE	3.85/4.00	1 <sup>ST</sup>
BSC (COMPUTER SCIENCE)	2014	BZU MULTAN	591/800	1 <sup>ST</sup>
ICS	2012	BISE MULTAN	823/1100	1 <sup>ST</sup>
METRIC SCIENCE	2010	BISE MULTAN	859/1050	1 <sup>ST</sup>

### **Certification**

- IT ADVANCE 06 Months FROM AGT Rawalpindi.
- Big Data Analytic FROM NAVTTC Islamabad.

### **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:**

1. Coordinate international and domestic shipments, including documentation, customs clearance, and logistics arrangements.

2. Negotiate rates with carriers and third-party logistics providers to optimize cost and service levels.
3. Communicate effectively with clients, suppliers, and internal teams to provide timely updates and resolve any issues.
4. Ensure compliance with import/export regulations and industry standards, managing all related documentation accurately.

**2. 2 Years Experience as a Junior Computer Operator in Public Sector Organization. (Currently working).**

**Key Responsibilities:**

1. Efficiently manage procurement processes, negotiate contracts, and ensure timely delivery while maintaining accounts and preparing financial reports.
2. Proficient in Microsoft Office and application software, with a knack for problem-solving and effective communication in cross-functional teams.
3. Mid senior level Skill in LAN network operations and adept at administrative duties, demonstrating strong teamwork and responsibility in store management and administration.
4. Continuously enhance SQL, Oracle, Big Data Analytic skills through self-learning and participation in relevant training programs.

**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).
- Entry Level experience as BIG DATA ANALYTIC (PYTHON,POWR BI DESTOP,TABLOO,R LANGUAGE).
- MS Office (Word, Excel, Power Point, Access, Outlook, MS Project).
- Easily Work on LAN Network.
- Good 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.