

MALIK HASSAN RAZA

OBJECTIVE

I Am Seeking A Company Where I Can Use My Experience And Education To Help The Company Meet And Surpass Its Goals.



CONTACT

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LANGUAGES

English

Urdu

Punjabi

SKILLS

- Training & Developing Skill
- Strategic Thinking Skills
- Team Work
- MS Office
- Illustrator
- Leadership Skills
- Data Analysis

Final Year Project

Traffic Police Challan Automation

WORK EXPERIENCE

- Apr 2022 – Sep 2023** **Data Quality Officer**
Micro Merger Pvt Ltd (IT Solution)
Responsibilities
 - Data Validate and analyze Data
 - Develop Maps & Reports
 - Office Management
- Nov 2016 – Apr 2022** **Data Management Officer**
Micro Merger Pvt Ltd (IT Solution)
Responsibilities
 - Entering in Database
 - Data Cleaning
- Aug 2019 – Aug 2021** **Graphic Designer**
Chief Minister Delivery Unit (CMDU)
Responsibilities
 - Creating Logos
 - Creating Presentation
 - Creating & Managing Spread Sheets in Excel
- Jun 2015 – Nov 2016** **Sales Representative**
Haji Nizam ud Din & Son's (Pharmaceutical)
Responsibilities
 - Achieve Sales Target
 - Manage Sales Target & Enter in Database

EDUCATION

- 2022** **Master of Business Administration (HR)**
National University of Modern Languages
CGPA (3.82)
- 2016** **BS (Computer Science)**
BUIITEMS
CGPA (2.04)
- 2017** **Bachelors of Arts**
University of Balochistan
Second Division
- 2012** **Higher Secondary School Certificate**
Islamia Boys College Quetta
Second Division
- 2010** **Secondary School Certificate**
Grand Folks High School
Second Division