

CURRICULUM VITAE



MUHAMMAD ARIF

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OBJECTIVE

To secure a challenging position with an organization where I can prove my skills and knowledge and thereby expand my vision and potentials for development, growth and expansion and to be part of a team to help achieve the organizational goals.

PROFESSIONAL QUALIFICATIONS:

- ❖ Pre - Degree
- ❖ Degree (Master Islamiat)

TECHNICAL QUALIFICATIONS:

- ❖ Diploma Information Technology from Future Computer World Tank
- ❖ Graphic Designing Course from Virtual University Islamabad

COMPUTER SKILLS:

- ❖ MS Word 2010
- ❖ MS Excel 2010
- ❖ Typing English 45+ words per minutes
- ❖ Typing Urdu 30 words per minutes
- ❖ Typing Arabic 20 words per minutes
- ❖ Adobe Illustrator 2021

JOB RESPONSIBILITIES:

- Handling all types of computer equipment especially MS Word, MS Excel, PowerPoint.
- Covering letter
- CV making
- Making Tables in MS Word
- Presentation if PowerPoint

- Data Entry in Excel sheets
- Documentation working
- Logo designing in AI
- Poster Design in AI

EMPLOYMENT DETAILS:

- Employer **Junior Clerk Falcon Educational Complex**
- From **Jan 2022 to Feb 2023**

KEY EXPERIENCE

- A Total of 1 year experience in Computer MS Word, MS Excel & PowerPoint. Also Working with as a Employer in Falcon Educational Complex Tank. Well known about all this software's and also well qualified in Documentation work.
- Good Knowledge MS Word
- Good Knowledge MS Excel
- Good Knowledge PowerPoint
- Good Knowledge in Typing English
- Good Knowledge in Typing Urdu
- Good Knowledge in Typing Arabic
- Good Knowledge about Computer Hard Parts
- Good Knowledge about Computer Software's Installing

DETAILED EXPERIENCE IN SUMMARY

Period from Jan 2022 to Feb 2023: EMPLOYER: Junior Clerk in Falcon Educational Complex Tank.

PERSONAL DETAILS

Name	:	Muhammad Arif
Father Name	:	Rehmat Khan
Nationality	:	Pakistani
Marital Status	:	Single
Date of Birth	:	20 June 1995
Religion	:	Islam
Gender	:	Male
Languages Known	:	English & Urdu

(Read, Write and Speak)

Declaration

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Muhammad Arif