

MUHAMMAD ASAD WAQAR

University of Sargodha

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Objective

I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. I want to excel in this field with hard work, perseverance and dedication.

Experience

University of Sargodha

2023 - 2024

Internship

I worked in admin branch for one year during which I was given many assignments including data of all employees of the university.

Verification of Application

Off days of university employees

Medical leave and Medical cases also included. Joining report and conduct selection Committee meetings.

Education

Govt high school Roda

Matric

2013 —

Superior College Sargodha

ICS

2016 —

Reader College Sargodha

BA(IT)

2018 —

University of Sargodha

Master in Communication and Media Studies

2020 —

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Skills

- Ms Office
- good typing speed
- Good Communication
- Office Management experience
- Graphics Designer

Projects

Administration Branch UOS

Data entry of university of Sargodha employees.

Conduct selection committee meetings

Medical leave

Medical Cases OPD etc.

Make Joining reports

Data Compiled.