MUHAMMAD AWAIS

DATA ENTRY MANAGER & CREATIVE EXECUTIVE

👤 CONTACT ME

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📍 House No. 18s-33A Madina St. No. 03, Karmanwala Colony Kotlakhpat Lahore.

🎓 EDUCATION

KIPS ACADEMY

DONE PRIVATE MATRICULATION FROM BISE-LAHORE.

2013- 2015

GOVT. COLLEGE GKRSC

DONE INTERMEDIATE FSC PRE ENG. FROM BISE-LAHORE.

2015 - 2017

ALLAMA IQBAL OPEN UNIVERSITY

BACHELOR DEGREE IN ARTS.

2023 - CONTINUE

🎞 HOBBIES

- NAAT RECITING
- SPORTS
- READING
- TRAVELLING

🌐 LANGUAGES

- ENGLISH
- URDU

👤 ABOUT ME

Highly organized Data Entry Operations with 3 years of experience in managing complex data entry projects for a variety of industries & Known for meticulous attention to detail, a deep-seated passion for graphic design, exceptional communication abilities, and exemplary time management skills. Eager to bring my expertise to a progressive company in a Multimedia Designer role.

💼 JOB EXPERIENCE

MULTIMEDIA DESIGNER   2020 -Present
Freelancing

Professional video editor with experience of advanced video editing skills and knowledge of the latest video editing & Graphic designing software, tools and techniques.

DATA ENTRY OPERATOR   2020-2022
SA Enterprises

Used MS Excel to organize company data and budget reports into detailed pivot tables. Monitored office inventory by tracking stock items with advanced skills in MS Excel,

CASHIER / DATA ENTRY OPERATOR   2022-2024
Food Mood

Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners Issue receipts, refunds, credits, or change due to customers. Secures information by completing data base backups.

OFFICE ACOUNTANT / MEDIA DEISGNER   2024Jan-May
Supreme Marketing

Worked in a real estate marketing agency Using MS Excel to organize company data and maintain records data for their customers and clients. And produced social media content to engage more clients for the company to boost progress.

📊 SKILLS

Adobe Photoshop		Adobe Illustrator
Adobe Premiere		Adobe After Effects
MS Office Excel		MS Office Word
Cooking		Automotives
Garments Manf.		Driving
Problem Solving		Time Management