

## Muhammad Danial

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0340-5239296,0309-6432048



## CAREER OBJECTIVE

To Utilize my skills and knowledge for the welfare of humanity under the supervision of well-established or organization Where I can improve my skills to the best of efforts

## SKILLS

**MS Office**

**IT Support System**

**Help Desk Support**

**IT Hardware**

**Software Specification**

**Data Entry**

**Graphics Designing**

**Solve Technically Issues**

**Administration**

## EXPERIENCE

Administration	<b>3 Year Experience in Educator School System Rawalpindi</b>
DEO	<b>1 Month Experience Ministry of Railway Islamabad( Contract)</b>
IT Assistant	<b>3 Month Experience BISP(Contract)</b>
Tehsil Support Officer	<b>4 Months Experience Nadra(Contract)</b>
To: Till Today	<b>The Hadi Group of Travelers Rawalpindi</b>
Admin/ IT	

## PROJECTS

**Project Name: Digital Census In Pakistan**

**Role:** Tehsil Support Officer **Team Size:** 221

**Project Duration:** 4 Month

**Project Detail**

Make a plan for employees, Handle Technical Issues, proficiency of all hardware and software, Coordinate with team, Manage Worksheets, Make Plan daily to daily, Manage All employees Data

## EDUCATION

Degree/Course	Percentage/CGPA
<b>Matric</b> Sargodha Board	701/1050
<b>FSC</b> Sargodha Board	521/1100
<b>BSC ( Computer Science)</b> UOS	412/800
<b>Master(English)</b> UOM	866/1700
<b>Graphics Designing</b> TEVTA	89/100

## HOBBIES

Reading Book's

## PERSONAL DETAILS

Address	Ilama Iqbal Colony Street no.25/3 Rawalpindi Rawalpindi, Punjab
Date of Birth	15-11-1995
Gender	Male
Nationality	Pakistan
Marital Status	Single
Languages Known	English Urdu Punjabi

Muhammad Danial