

MUHAMMAD EJAZ

Computer Operator

Phone: 03149950505

Email: ejazjany@gmail.com

Date of Birth: 06/09/1982

Gender: Male

Marital Status: Married

Address: Muslim Abad Station
Koroona, Charsadda, KPK.

Nationality: Pakistan

◆ Daily processing of Front Office data and City Ledger documents.

◆ Extension of credit facilities, effectively seeking financial and credit worthiness of new clients.

◆ Preparation of Write Offs (quarterly basis).

Respond quickly to customer's requests or complaints in a friendly manner and appropriate action is taken to ensure secure customer satisfaction

Work Experience

August 2001 - February 2002	Clerck Pakistan Tobacco Company Pakistan	Charsadda, KPK
July 2004 - December 2004	Computer Teacher Peshawar Computer Institute	Peshawar, KPK
January 2005 - April 2005	Warden Afridi Hostel	Peshawar, KPK
May 2005 - December 2005	Teacher Shah Bilawal Public School	Charsadda, KPK
January 2006 - January 2007	Teacher Hira Model School & College	Charsadda, KPK
February 2007 - January 2008	Customer Service Executive Paktel Franchise	Charsadda, KPK

February 2008 - February 2009	Customer Relation Officer Warid Franchise	Charsadda, KPK
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March 2011 - March 2013	Social Organizer Jobs Creating Development Society(JCDS)	Charsadda, KPK
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March 2013 - October 2023	Finance Manager Mahmood Telecom(Zong Franchise)	Shabqadar, KPK
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Education

January 1998 - January 1999	Secondary Education - Govt.High School No.1 Charsadda Senior Secondary School Certificate (SSCE)	Charsadda, KPK.
January 2000 - January 2001	Pre-Medical - Govt.Post Graduate College General Certificate Of Secondary Education (GCSEs)	Charsadda, KPK.
January 2002 - January 2004	Political Science - Govt.Post Graduate College Bachelor Of Arts	Charsadda, KPK.
January 2001 - June 2001	6 Months Basic Computer Course - Spectrum Computer College Diploma	Charsadda, KPK.
January 2006 - March 2006	Typing Course - Sarhad Type & Shorthand Center Diploma	Charsadda, KPK.
December 2001 - December 2002	Diploma In DCS - Logitech Institute Of Information Technology Diploma	Charsadda, KPK.
January 2011 - January 2012	DIT - Board Of Technical Education Peshawar Diploma	Charsadda, KPK.
January 2010 - January 2011	CT - Skill Development Council Lahore-Punjab Post-secondary (technical & Vocational)	Charsadda, KPK.
January 2015 - January 2017	DAE Electrial - Board Of Technical Education Peshawar Post-secondary (technical & Vocational)	Charsadda, KPK.
January 2014 - January 2015	B.Ed - Bacha Khan University Charsadda	

Skills

Teaching

Computer

Electronics

Hobbies

Reading

Music

Travelling

Referees

Available on Request