

MUHAMMAD FAROOQ

[CELL]0092-333-9860228

ID-farooqmardan007@gmail.com



OBJECTIVE

The purpose of my life is to live and honest and progressive life of by making Achievement through hard work to be rewarded justly and to serve the people for their social and economic betterment.

PERSONAL PROFILE

Father's Name : Zainul-Wahab
Date of Birth : 17-05-1988
CNIC # : 16101-8482878-1
Domicile : Mardan, Khyber Pakhtunkhwa, Pakistan
Current Address : Mardan, Khyber Pakhtunkhwa, Pakistan
Religion : Islam
Marital Status : Married
Nationality : Pakistani
Gender : Male
Languages : English, Urdu, Arabic, Pashto

EDUCATION

Certificate/Degree	Session	Board / university
BCS (Hon's)	2011	University of Peshawar
F.Sc	2006	BISE Mardan
SSC	2004	BISE Mardan

EXPERIENCE

1. Work in 360 Technologies in National Saving Certificates.

As Dealing Officer

- Online and maintain all the customer data.
- Telly the cashbook daily.

2. Work In Al Majal International Trading And Contracting Company from March 2014 to 16February 2016. (Doha Qatar)

As Inventory and Logistic Officer.

- GRN booking in oracle project wise (Doha group, Almajal, Galaxy, Doha restaurant)
- Prepare Teyseer fuel card transaction reports.
- GRN and LPO soft copy send to requesting site by mail.
- Istimara and passing report to General Takaful for Insurance.
- Insurance and Istimara update report.
- Making memo for diesel card renewal.
- Making memo for change of engine oil.
- Prepare attendance for driver excel sheet and card also.
- Coordinate with all sites for GRN.
Update vehicle File and keep records hard copy
- Keep filling GRN hard copy project wise (Al Majal, Galaxy, Doha group).
- Coordinate with woqod office for diesel supplying.
- Coordinate with General Takaful for All Vehicles Insurance.
- Prepare Diesel Report Per gate Pass.
- Making Diesel GRN and submit to account dept.
- Prepare petty cash letter.
- Vehicles arrangement as per site requested.
- Istimara passing and Updating.

3. Work In 360 technologies Pvt Ltd .

As System Support Network Engineer.

Maintaining, Updating, Reengineering, Troubleshooting, Upgrading and Integrating the EMTTS,IPS, Mobile Delivery Update and Complaint Management System.

4. Work in Allied Bank Limited

- Update old records and Enter to computer Oracle Software
- Open the new Account (Current Account, Fixed Deposit Account and Saving Bank Account i.e. PLS and Home Saving Account)
- Manage the NIFT control.
- Process routine account transactions.



My Resume

- Open accounts, including savings and checking.
- Help customers fill out deposit and withdrawal slips.
- Use adding machine.
- Disburse money to customers.
- Validate the deposit slip and stamp it by machine.
- Check for photo identification.

COMPUTER SKILLS

MS Word Processing:	MS Word, MS Access
Spread Sheet:	MS Excel
Presentation:	MS PowerPoint
Others:	Installation of Different Software, Hardware Management, Operating Multimedia/Slide Projectors & Various other.
Internet(Networking)	Emailing, Browsing & also have the experience of handling of Emails accounts of the company.

ADVANCE COURSES

CCNA

Cisco Certified Networking Associate from CISCO.

Online Four Modules

- Network Fundamentals
- LAN Switching and Wireless
- Accessing the WAN
- Routing Protocols and Concepts

HOBBIES

Reading Books, Newspaper, Internet, Football.

REFERENCES

Will be furnished on demand.