

Muhammad Hamza Asst Clk

PAKISTAN RANGERS SINDH



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LANGUAGES

English

Urdu/ Pashto

COMPUTER SKILLS

MS Word	★★★★★★
MS Excel	★★★
MS PPT	★★★★★★
In Page	★★★
Internet	★★★★★★
Software	★★★★★★
Hardwar	★★★★★★
Net Working	★★★★★★

SOFT SKILLS

- Budgeting and forecasting
- Project scheduling
- Lean Startup Thinking
- Briefing
- Management
- Meeting moderation
- Goal and conversion tracking

COMBAT SKILL

- Got 7 Months Physical Training from Security Company
- Skilled Car Driver (5 Years Experience)



EXECUTIVE SUMMARY

Over a 5 years career in office management, field, working in Pakistan Rangers Sindh, deals different Government / private department, I have played an essential role in grooming and improving in administration and services of Pakistan Rangers Sindh in different field. Paying close attention to assigned tasks.

IT Depart (Software Operator) Al-Hamd International Container Terminal (Pvt) Ltd (AICT)

Working in IT Depart in 3 month as intern after three month I received Pakistan Rangers Job latter. I resigned

- ✓ Dealing with Software/ Hardware installation
- ✓ Dealing with Internet Linking
- ✓ Dealing with Internet Server
- ✓ Work on AICT Official Software

Asst Clk Sindh Rangers

Presently employed in Govt Security Company near Kala Pul Karachi, Pakistan

- ✓ Dealing Operation matters against criminals
- ✓ Dealing Public with regards to their complaints
- ✓ Dealing Non CPEC/ private Projects (LATI/, BQATI & KEPZ)
- ✓ Dealing Police
- ✓ Dealing Civil Administration
- ✓ Dealing Election Commission
- ✓ Dealing K-Elec
- ✓ Dealing SSGCL
- ✓ Dealing KW&SB
- ✓ Dealing Anti Encroachment/ MDA matters
- ✓ Dealing Foreigners with regards to their security
- ✓ Dealing Ulemas of different Sect
- ✓ Dealing other matters as per instrs of Higher HQs



ACADEMIC BACKGROUND

Matric | 2015

Noor Ul Huda Academy Karachi, Sindh Pakistan (Medical Science)

Intermediate | 2018

St Patrick's College Karachi Board, Sindh Pakistan (Pre-Engineering)

BsCS | 2019-2024 6 yrs Programe aqel to Master

Virtual University of Pakistan **Continue Studing in 5th Sem**

LEAVING Govt Department AND LOOKING FUTURE CAREER OPPORTUNITY