



### **PERSONAL DATA**

Name : Muhammad Muzammil Nadeem  
Father Name : Muhammad Tahir Nadeem  
Date of Birth : 10-08-1999  
Nationality : Pakistani  
N.I.C. NO : 37302-7132373-5  
Religion : Muslim  
Marital Status : Single  
Personal Address : House no J-52 new modern colony, Khewra Tehsil Pind Dadan  
Khan Dist. Jhelum.

### **LANGUAGES KNOWN**

- ✓ English
- ✓ Urdu
- ✓ Punjabi

### **ACDEMIC QUALIFICATION**

- ✓ **Matric (Science)**  
(Meraj Hassan Public High School Khewra, Dist. Jhelum  
BISE Rawalpindi) Session – 2015
- ✓ **Fsc. (Pre-Engineering)**  
(Al-Beruni Govt. Degree College PD Khan, Dist. Jhelum  
BISE Rawalpindi) Session – 2017
- ✓ **ADP (Associate Degree Program in Information Technology)**  
(Punjab Group of College PD Khan, Dist. Jhelum  
Affiliated with University of Central Punjab) Session – 2019

### **EXTRA EDUCATION**

- ✓ **Computer Hardware Technician**  
(6<sup>th</sup> month Course from Punjab Board Of Technical Education, Lahore) Oct-2019 to Mar-2020

### **COMPUTER SKILLS:**

- ❖ MS Excel
- ❖ MS Word
- ❖ MS PowerPoint
- ❖ Internet

## **OTHER SKILLS**

- Very Good At Achieving Targets In Tough Conditions
- Problem solving and decision making skills
- Service orientation and excellent organizational skills
- Can Work Late Hours And With Desired Dedication To Achieve Maximum Results In Least
- Active listening and effective communication competencies
- Learning New and Advanced Aspects of Information Technology

## **WORK EXPERIENCE**

### ➤ **Blue World City**

Duration : May-2022 to Continued  
Designation : Data Entry Operator  
Project : IGP  
Area : Blue World City Site, Rawalpindi

### ➤ **Abacus Consulting Pvt. Ltd.**

Duration : Oct-2021 to Apr-2022  
Designation : Customer Relation Officer  
Project : Careem  
Area : I 9/3, Islamabad

### ➤ **Work Generation**

Duration : Mar-2021 to Aug-2021  
Designation : Data Entry Operator  
Project : P&G and Dunkin Donuts Global Online bases  
Area : Saddar, Rawalpindi

### ➤ **Jubilee Family Takaful**

Duration : Jan-2020 to Apr-2020  
Designation : Relationship Officer  
Project : Jubilee Takaful Islamic Insurance  
Area : Blue Area, Islamabad

### ➤ **RNS Global Call Center**

Duration : Oct-2019 to Dec-2019  
Designation : CSR (Non-Voice)  
Project : Medicare  
Area : Satellite Town, Rawalpindi