

MUHAMMAD RIZWAN

AFRIDI



CONTACT

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+923321321234

mrizwanaf@gmail.com

20-November-1997

OBJECTIVE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with, I am excellent at working with others to achieve a certain objective on time and with excellence in a progressive organization.

SKILLS

- Computer Skills
- Good Communication
- Excellent Leadership
- Time Management
- Team Management
- Multi-Tasking
- Presentation Skills

REFERENCE

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LANGUAGE

English
Urdu
Pashto

EXPERIENCE

NADRA(NSER Project)

Data Entry Operator

6-January-2023 -
30-October- 2024

*Insert customer and account data by inputting text-based and numerical.

*information from source documents within time limits.

*Compile, verify accuracy, and sort information according to priorities to

prepare source data for computer entry.

*Review data for deficiencies or errors, correct any

incompatibilities if possible,

and check the output.

*Research and obtain further information for incomplete documents.

*Scan documents and print files, when needed.

Keep information confidential.

EDUCATION

KPK Board of Technical and Commerce Education

2022

Peshawar

Diploma in Information Technology (DIT)

1116/1400

Kohat University of Science and Technology

2021

BS(4Years)Hons Mathematics

3.03/4.00

Board of Intermediate and secondary Education, Kohat

2017

F.Sc (Pre-Engineering)

751/1100

Board of Intermediate and secondary Education, Kohat

2014

Matric (Science)

857/1100

ADDITIONAL INFORMATION

Father's Name:

Lal Muhammad

CNIC number:

22401-4111980-7

Domicile:

For Kohat

Religion:

Islam

Martial Status:

Single