

# MUHAMMAD SAEED HAMZA



A hard working, enthusiastic and skill full individual bearing a noble character, was sharpness of mind, conciseness in work & wide vision to achieve a successful career.

✉ khanhamzakhan739@gmail.com

📍 Mohalla Zady Khel Gali Sufi Sultan House # C210/8,  
Mianwali, Pakistan

☎ +92-331-7232116  
+92-305-6321032

## EDUCATION

**Bachelor's In Computer Science (BSCS)**  
PMAS Arid Agriculture University, Rawalpindi  
07/2016 - 07/2020,

**Intermediate**  
BISE Sargodha  
07/2014 - 05/2016,

**Matric**  
BISE Sargodha  
02/2012 - 04/2014,

## WORK EXPERIENCE

### **Computer Operator**

**Grafia Pvt Ltd**  
11/2016 - 09/2019

**Admin Officer**  
**Inx Solutions**

12/2019 - 12/2020

### **Admin Executive**

**Click Studio**  
12/2020 - 3/2022

### **MIS Officer**

**Save the Children**  
4/2022 - 11/2022

### **MIS/Data Entry Officer**

**Shifa Foundation (Child Protection Project)**  
11/2022 - 12/2023

### **Logistic/MIS**

**Shifa Foundation (Benazir Nashounuma Program)**  
04/2024 - Present

## COURSES

01 Year Diploma Computer Application and office  
Professional  
03 Months Course in Computer (PVTCLahore)  
03 Months Course Superior Art Gallery  
(Superior Group of College Mianwali)

## SKILLS

MS Word

MS Excel

MS Power Point

Computer and I.T skills

Adobe Photoshop

Photography

## CORE QUALIFICATIONS

Demonstration ability to maintain Composure Excellent

communication skills

Professional Attitude

Able to perform well under pressure

## LANGUAGES

Urdu  
Native or Bilingual Proficiency

English  
Professional Working Proficiency

Saraiki  
Native or Bilingual Proficiency

Punjabi  
Native or Bilingual Proficiency

Sindhi  
Native or Bilingual Proficiency

## INTERESTS

Travelling

Reading Books

Research

Photographer