

# 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.



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+92-305-6321032

## EDUCATION

### Master's in Computer Science (MCS)

Punjab University Lahore

11/2022 - 05/2024,

### 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)

02/2024 - 06/2024

## COURSES

01 Year Diploma Computer Application and office Professional

03 Months Course in Computer (PVTC Lahore)

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