



# Muhammad Shan

## Office Clerk

✉ ms8055666@gmail.com ☎ 03181513466 📍 Islamabad Pakistan 🇵🇰 Pakistani 🤰 Married

♂ Male 📞 6110104321183 📅 20/10/1997

### 🎓 Education

#### Matric

2014 - 2015

Federal Board (FBISE)

Marks: 719/1050

#### Intermediate

2016 - 2017

Federal Board (FBISE)

Marks: 702/1100

#### Graduation

2018 - 2021

IMPGC (QAU)

Marks: 459/800

### 📁 Professional Experience

#### Virtual University of Pakistan

01/2024 - present

Office Support Staff

#### Union Manpower Services

01/2020 - 03/2022

Receptionist

### 🧠 Skills

Ms Word / Ms Excel

Team working

Communication

Record Keeping

### 🌐 Languages

English - • Urdu - • Punjabi