

# RESUME

## Contact Information: ☐

**Residence Address:** Duran Pur Near Motorway Interchange, Peshawar

**Cell:** 0332-1637580

**Objective:** To enter in a challenging environment providing my best services & take part in the growth & benefit of the organization so that I will be able to develop a successful career using optimum blend of knowledge & skills.

## PERSONAL INFORMATION: ☐

Name : Muhammad Sohail  
Father Name : Abdul Majeed Khan  
Religion : Islam  
Gender : Male  
Date of Birth : October 08, 1992  
Marital Status : Married  
Email Address : Muhammadsohail81092@gmail.com

## QUALIFICATION:

Degree/ Certificate	Board/ University	Year
S.S.C	BISE Peshawar	2008
F.SC	BISE Peshawar	2010
B.A	University of Peshawar	2017
DIT	University of spoken English School	2020

## EXPERIENCE WORKING FIELD:

1. Secours Islamique France (SIF) Job Duration From March 2022 – October 2023
  - Working as Data management, collection of records, and reports generation.
2. Lawari Humanitarian Organization (LHO) Job Duration From Jan 01, 2016 to Dec 2017.
  - Working as Data Entry Verification Officer
3. Peshawar Business School & College Job Duration From Mar 2016 to Jun 2017.  
University Town Abdara Road Peshawar
  - Working as Computer Teacher
4. Beacon light Public High School Job Duration From Sep 2017 to Jan 2019  
Gul Bahar No 3 Near Bus stand Peshawar
  - Working as Teacher of Computer Science & IT Support Engineer.

## COMPUTER SKILLS:

- MS Windows Operating System, Win XP, Win Vista
- MS Word, Excel, Power point 2003, 2007, 2013
- E-mailing
- Typing Course
- C/C++, HTML, CSS
- Networking
- Photoshop, Coral Draw, In page

## PERSONAL SKILLS:

- Having logical and methodical approach towards achieving tasks and objectives.
- Self-aware always seeking to learn and grow.
- Excellent Interpersonal and Communication skills.
- Able to adjust in different Environment.
- Multi-Tasking.
- Good Analytical & Problem-solving skills.

- Accent Skill.
- Flexible, Willing to travel.
- Team worker & motivator.

## LANGUAGES:

S/No	Language	Read	Write	Speak
1.	English	Excellent	Excellent	Excellent
2.	Urdu	Excellent	Excellent	Excellent
3.	Pashto	Good	Good	Excellent

