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| |  | | --- | | PERSONAL INFORMATION |  |  | | --- | |  |   Name: - Hammad Ashraf  Father Name: - Muhammad Ashraf  E-mail: - Sheikhmaadi2000@gmail.com  Phone#: - 03162292879 /03445439120  Address: - Bahria Town Phase II |
| OBJECTIVE |
| I aim to work in an organization which provides me challenging tasks and dynamic environment, helping me in learning and executing my job in a better way, every time. I believe in continuous improvement. |

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| EDUCATION |
| Graduation  University of Punjab.    FSC  Read Foundation Science College Muzaffarabad.  SSC (SCIENCE):  Read Foundation High School Muzaffarabad |

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| Handy Courses |

**Microsoft Excel Course**

* 1 Month

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| Experience |

**Medco Dynamics Inc**

* **Duration** June 2020 – June 2021
* **Designation** Billing Executive

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| SKILLS & ABILITIES |

* Communication Skills
* Microsoft Office
* Ability to work under pressure
* Loyal with Work
* Good typing speed
* Have excellent grip on how to use internet for any issue