

Muhammad Zain

FATHER NAME:

Ghayas-Ud-Din

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POSTAL ADDRESS: R-21, Block-14, F.B.Area, Karachi, Pakistan.

DATE OF BIRTH:

5th November, 1994

FIELD OF INTEREST:

Office Work & Management.

LANGUAGES:

English, Urdu.

HOBBIES:

Net Surfing & Self- Learner of Latest Technologies through Internet, Reading Newspaper.

REFERENCE :

Reference will be furnished on demand.

CAREER OBJECTIVE

I am a highly motivated and dedicated young man with strong creative and conceptual skills, always prepared to accept challenging tasks and hence, want to join an organization where I can use my potential to further enhance my personal and professional growth.

PROFESSIONAL EXPERIENCE

- Currently work as a **Management Information System** in **Metrics Media**
- One year worked as a **Inventory Executive** in **Siddiqsons Group Of Company** (Nov 2020 To Dec 2021).
- One year worked as a **Data Entry Officer** In **Savvy Data** (May 2019 To June 2020)
- Two year worked as a **Show Co-Ordinator** In **Jeeto Pakistan ARY Digital** (Nov 2017 To March 2019)
- One year Worked as a **Data Entry Officer** In **Speedy Lancer**. (Oct 2016 To Nov 2017)
- One year Worked as a **Senior Clerk** In Human Resource Department In **Gatron Industries Pvt Ltd** (Sep 2015 To Oct 2016)

EDUCATION

- **Bachelor:** Emaan Institute, BSCS In Computer Software (In Process).
- **Diploma Degree:** Aptech Institute Of Pakistan, Three Year Program In Computer Software ACCP PRO. (2018)
- **Intermediate:** Govt. Islamia Science And Arts College (Pre-Engineering), Karachi board. (2016)
- **Matric:** H.B.Malik Public School (Computer Science), Karachi board. (2012)

CERTIFICATION

- MSOF (Microsoft Office Automation) from Aptech.

SKILLS

- In Windows 2007 & Windows XP, Windows 10, PROJECTS AND PRESENTATIONS & MS OFFICE AUTOMATION 2016.

STRENGTHS

- Strong ability to understand & adjust in any on-going system.
- Strength in inventing innovative solution to the problem.
- Effective communication skills.
- Ability to work on own initiative but can work as a team player.
- Ability to achieve the targets and meet the deadline.