

# Curriculum Vitae (CV)

## PERSONAL INFORMATION

Name | Muhammad Farhan



📍 House no 6S116/1 , Street # 9B , Lajpat Road Shahdara Lahore, 54590, Pakistan  
☎ +92-334-0480548 📠 +92-321-1417117 📺 @Muhammad Farhan  
✉ farhanshahid431@gmail.com 🐦 @Muhammad Farhan  
🌐 @Muhammad Farhan 📘 @Muhammad Farhan 📷 @farhan.shahid.98031  
CNIC 35202-3441788-3 | Date of birth 29/04/2000 | Nationality Pakistani

## EDUCATION AND TRAINING

2017 to 2021 **BSc Computer Science (4<sup>th</sup> Year Program)**  
(UET) University of Engineering and Technology, Lahore

2015 to 2017 **Intermediate in Computer Science (ICS)**  
Govt. Islamia College Civil Lines, Lahore

2013 to 2015 **Matric**  
Govt. High School Islam Nagar Shahdara, Lahore

### Training

To develop certain skills,  
I participated in many training  
programs within the period of last  
1 year. Few are mentioned here:

A call center agent training to selling products to UK and Canada based company  
Social Media Marketing training  
How to earn a job training session for career seeker  
Trainee as sales executive for complete file of loan approval in bank

## PERSONAL SKILLS

**Mother tongue(s)** Urdu

### Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Proficient User	Proficient User	Proficient User	Proficient User	Proficient User
Urdu	Proficient User	Proficient User	Proficient User	Proficient User	Proficient User

### Computer skills

In knowledge era, the skills to use ICTs (information communication technologies) are not an option. Therefore I kept developing my digital skill and learnt different software required to fulfil my varied task at different organizations. Following are some examples

- Good command of office suite (word processor, presentation software, spread sheet)
- Useful command on information search, and software of data analysis
- HTML, CSS, JavaScript, PHP, Bootstrap, C, C++ and know the basics of some other computer languages.
- Front End Web developing, Computer and Technology, Technical writing, Computer hardware engineering knowledge and communication.
- Good grip on running social media campaigns using social media platform such as Twitter, Facebook, YouTube, Instagram etc.

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## **Communication skills**

My present communication skills are competitive and that is because of my experience filled-up with public dealing. Good communication skills gained through my experience as sales manager. Guiding students, talking to faculty, speaking to trainees, discussion with managerial staff and negotiation with vendors are examples of activities that made me polish my communication skills.

## **Organisational / managerial skills**

I have reasonable level of organizational and managerial skills. As my past work tasks included running project and administrative department, dealing with employees and general public, therefore my managerial skills evolved gradually.

## **Job-related skills**

There are technical, managerial and human skills those help to perform the job effectively. My academic and administrative jobs offered me full opportunity to learn and practice job related skills. Moreover the training programs i attended also helped me to refine my skills pertinent to job. good command of quality control processes (currently responsible for quality audit)

## **WORK EXPERIENCE**

### **Work**

Work as a call center agent in a carphone warehouse link partner company at canal Road, Lahore.  
Work as a service provider for loan approval .  
Work as a social media marketer in a Fishnet company for promoting brands and sells online.

### **Other skills**

There are some other skills that i have i.e. :  
Problem Solving, Attractive talk, Typing, Mathematics, Experimentaion, Attention to detail, Teamwork & cooperation, Analysis, organization, Creativity, Training and teaching, Time management etc.  
Developing new, and improving existing, computer-based technologies, systems, and solutions, Researching information transfer and computation theory, Solving technological problems.