

# Muhammad Hassan Tahir

## CONTACT

**Address:**

House No 16EV-19, The Mall POF  
Wah Cantt, Tehsil Taxila, District  
Rawalpindi

**Phone:**

+92-333-1541891  
+92-314-9179232

**Email:**

hassaantahir1619@gmail.com

## SKILLS

Time Management  
Communication Skills  
Responsible  
Dependable  
Hardworking

## CAREERE OBJECTIVE

Seeking a career oriented position in a growing organization, where I can make the best use of my skills and to participate in the growth and betterment of an organization through dedication, honesty and hard work.

## WORKING EXPERIENCE

**04 Year** working experience as **Admissions & Placement Officer (APO)** at Vocational Training Institute Tarnol, Islamabad under Punjab Vocational Training Council (PVTC).

**02 Year** working experience as **Admin Assistant** at Wah College of Accountancy (WCA), Wah Cantt.

**03 Year** working experience as Sales **Wholeseller/Retailer** at Tahir & Sons Rice Traders, Taxila.

Worked as **Co-ordinator of the Changemaker Institute Project** with collaboration of **British Council** and **YES Network Pakistan** in Vocational Training Institute Tarnol, Islamabad.

## EDUCATION

**Bachelor in Commerce**

University of The Punjab, Lahore

**Intermediate (FSC)**

FBISE, Islamabad

**Matric (SSC)**

FBISE, Islamabad

## PROFESSIONAL/ TECHNICAL COURSES

**Fundamentals of Computer + Office Automation**

Punjab Board of Technical Education, Lahore

## ADDITIONAL SKILLS

MS Office (Word, Excel, Powerpoint)

## REFERENCES

References available on request



