ANAS TUFAIL

S/O MUHAMMAD TUFAIL

CNIC : 37405-9189681-9

DOB : 22 DEC 1999

RELIGION : MUSLIM

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RELEVANT SKILLS

- Customer's Dealing
- Quality Customer Service
- Graphics Designing
- Web Development
- Excellent Communication Skills

LANGUAGES

- Urdu (Native)
- English
- Punjabi

OTHER SKILLS

Photography

Copywriting

Editing

Illustration

Objective

I am self-motivated, adaptable and responsible person seeking a promising position in a company that provides professional growth and long term career .I will Work with sincerely in any Crucial time . I will handle any situation with having a excellent communication skills and administration Skills .

WORK EXPERIENCE

Computer Operator
A.S Graphics
August *2022 to Till Date (1 years, 8 months)*
- Boosted overall services Customer Dealing ,Graphics Designing, Marketing adds ,Generating Salaries of Employees , Generating Bills , Printing Services, and other online Services .

Long term Observer in General Election 2024
FAFEN
December 2023 to February 2024 (3 months)
- Observe national assembly constituency NA-57 in general election 2024. Collection of Form 30,31,32 45,46,47 . four meetings with Returning officer of constituency . interviews of candidates ,voters organized events on voters education ,candidate debate ,code of conduct , organized Election day observers training .

Admin officer
Aman Development foundation
April 2019 to July 2022 (3 years, 3 months)
- Boosted overall Admin worked , maintaining records organized & schedule meetings & events , update office polices as needed

EDUCATION HISTORY

Bachelor of Computer Science
Institution: Pir Mehar Ali Shah Arid Agriculture University Rawalpindi
- with 2.9 CGPA

ICS
Board: Federal Board of Intermediate and Secondary Education Islamabad
- with 61 % marks

Matric
Board: Federal Board of Intermediate and Secondary Education Islamabad
- with 69 % marks

CERTIFICATIONS

1 year Advance Computer Course
Institution: Aman Development Institute
- MS Office
- MS Excel
- MS Power Point
- Adobe Photoshop
- Inpage
- Corel Draw
- Abode illustrator