MUHAMMAD ASIF JAN

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Address: Mohalla Islamabad Khatako Pol Peshawar, KPK, Pakistan
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OBJECTIVES:

To obtain a challenging and growth-oriented position in a reputable organization where I can effectively apply my experience, skills, and training. I aim to contribute significantly to organizational success while continuing to advance my professional career.

A results-driven professional with proven ability to execute strategic goals and visions. Skilled in written and verbal communication, team collaboration, and influencing others to achieve collective success. Possess a comprehensive background in delivering high-impact outcomes and offer a unique blend of expertise across various professional domains.

PERSONAL PROFILE:

- *Name*   :   *Muhammad Asif jan*
- *Father Name*   :   *Jan Muhammad*
- *Date of Birth*   :   *25-Mrach-1995*
- *CNIC No.*   :   *17301-1865221-3*
- *Passport*   :   *Yes*
- *Domicile*   :   *Peshawar*
- *Marital Status*   :   *Married*
- *Gender*   :   *Male*
- *Religion*   :   *Islam*
- *Nationality*   :   *Pakistani*

DETAIL OF EDUCATIONAL CREDENTIALS:

Certificate/Degree	Board/University	Year
S.S.C	BISE Peshawar	2011
DAE (Electrical)	Technical Board Peshawar	2015
DIT	Technical Board Peshawar	2018
BS Computer Science	Islamia College University Peshawar	In Progress

PERSONAL SKILLS:

- *Excellent communication and presentation skills.*
- *Ability of working independently as well as a team member.*
- *Leadership, problem solving and public dealing skills.*
- *Proven skill of working under pressure and meet deadline.*
- *Ability to maintain high level of confidentiality.*
- *Cooperative and mature personality.*

COMPUTER SKILLS:

- HTML / CSS / JS
- Python
- MS Office *(MS Access, MS Excel, MS Word, MS Power Point)*
- *Corel Draw 9 & X7*
- *MS Excel Expert*
- Adobe Premiere pro *(Video Editing)*
- Internet (Browsing, Searching and Mailing)
- Typing *(English, Urdu, Arabic)* 45 WPM
- Hardware & Software Installation
- Graphic Design / Logo Designing
- Professional Presentation Creation in Ms. PowerPoint
- Operating School/College Database
- Data Entry Operator
- Creating Access Data Base
- Windows Installation

INTERESTS:

- Accepting challenging works/Jobs has always been my ambition.
- Use of social website such as Facebook and twitter.
- Internet surfing.

EXPERIENCE:

- ❖ *Three Years' Experience as an Account Officer/ Admin at Jamal International Degree College & School System Dora Road Kohat Road Peshawar.*
- ❖ *Two Years' Experience as a Data Entry Operator at ARSALAN MODEL SCHOOL Phandu Chowk Peshawar.*
- ❖ *Four years' Experience as a Data Entry Operator at QUBA MODEL SCHOOL PESHAWAR.*

LANGUAGES:

- ☑ English   (Excellent Spoken and Written)
- ☑ Urdu   (Excellent Spoken and Written)
- ☑ Pashto   (Excellent Spoken)