

# MUHAMMAD ASIF JAN

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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 Asifjan
■ Father Name	:	Jan Muhammad
■ Date of Birth	:	25-March-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:**

- |   |                                |
|---|--------------------------------|
| <input checked="" type="checkbox"/> English | (Excellent Spoken and Written) |
| <input checked="" type="checkbox"/> Urdu    | (Excellent Spoken and Written) |
| <input checked="" type="checkbox"/> Pashto  | (Excellent Spoken)             |