

MUHAMMAD ASIF JAN

Mobile: +923149411098 (WhatsApp)

Address: Phandu Road Mohalla Islamabad Khatako Pul Peshawar, KPK, Pakistan.

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OBJECTIVES:

To obtain a challenging position that leverages my experience, skills, and training to contribute to the organization's goals, while also providing opportunities for personal and professional growth. I am a results-driven professional with strong written and verbal communication skills, capable of inspiring and influencing others. With comprehensive experience across various professional environments, I bring a unique blend of expertise to deliver impactful outcomes and drive team success.



PERSONAL PROFILE:

Name : Muhammad Asif Jan
Father Name : Jan Muhammad
Date of Birth : 25-Mrarch-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

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:

- ▣ **MS Office (MS Access, MS Excel, MS Word, MS Power Point)**
- ▣ **Corel Draw-9 & X7**
- ▣ **MS Excel Expert**
- ▣ **Adobe Premiere pro**
- ▣ **Internet (Browsing, Searching and Mailing)**
- ▣ **Typing (English, Urdu, Arabic) 45 WPM**
- ▣ **Hardware & Software Installation**
- ▣ **Video Editing**
- ▣ **Graphic Design (Beginner)**
- ▣ **Professional Presentation Creation in Ms. PowerPoint**
- ▣ **Logo Designing**
- ▣ **Operating School/College Database / HR System**
- ▣ **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) |