



MUHAMMAD HUZAIFA

CONTACT

☎ 03172845238

✉ kingshuzaifa@gmail.com

📍 11g new Karachi

EDUCATION

2023-2024

HBJ DEGREE COLLEGE

- FSc from board of intermediate education larkana (sindh)

2020-2021

MATRICULATION

- SSC from board of secondary education karachi (sindh)

SKILLS

- MS office
- word
- Excel
- PowerPoint
- Typing
- Accounting
- Receptionist
- Data entry
- communication and presentation skills
- Administration
- web designing
- solar instalment
- Time management

LANGUAGES

- English (Fluent)
- Urdu
- Gujrati

PROFILE

To secure a challenging position that utilize my years of experience while allowing me the opportunity to grow professionally I offer strong interpersonal communication and presentation skills my goal is to become a valued asset

WORK EXPERIENCE

Management and administration

- Al fajr public school (continue)
- Teaching experience at Al fajr public school (2years)
- Data entry and accounting at vorson company (8 months)
- other private home tuition (1 years)

personal info

Father's Name. : M.Ishaque
CNIC No. : 4210129842727
Date of Birth. : 23/5/2004
Marital status. : single
Religion. : Islam
Nationality. : Pakistani
postal code. : 75850

REFERENCE

Estelle Darcy

Furnished upon demand
Available as soon as possible