**Muslim Hussain**

**Address:**H. # A-02/200near Imam Ahmed Raza Mosque, Abdullah Heaven,

Qasimabad, Hyderabad Sindh.

**Mob:** 0336-0127128 / 0311-2132634

**E-mail:** [hmuslim051@gmail.com](mailto:hmuslim051@gmail.com)

hmuslim051@hotmail.com

**Objective:**

Seeking a challenging career in a dynamic and progressive organization where passion, dedication and the ability are prerequisite in driving the organization forward, I am seeking a job that suits my Qualification & Experience. The job which can groom out the best in me. I have a motto that to be an integral part of an organization to prove my skills. Furthermore, I work well with others.

**Personal Details:**

Father’s Name : Farid Khan (Late)

Surname : Dahri

Date of Birth : 01-Mar-1992

C.N.I.C.# : 41306-9184896-1

Domicile : Naushahro Feroze

Gender : Male

Marital Status : Married

Religion/Nationality : Islam/Pakistani

**Trainee Experience:**

**From:**  (Feb 2014 to May 2014)

**Course:**  **Call Center Agent**

**Project:**  Benazir Bhutto Shaheed Youth Development Programme (BBSYDP)

**Training Institute:** Avenaz Business Solution, Autobhan road Latifabad, Hyderabad, Sindh.

**Duration:** 4 months

**Professional Experience:**

**From:**  14- October-2014 to Present

**Employer:** Vetz Pharmaceuticals (Pvt). Ltd,S.I.T.E AreaKotri, JamshoroSindh.

**Position:** Computer Operator/Office Assistant

**Workhighlights & Major Responsibilities:**

* Operations and Maintenance of Daily, Weekly & Monthly Expenses, Prepare Daily Attendance Report, Staff Salaries, Balance Sheets, & Monthly Vehicle Expenditures.
* Record Keeping & Maintaining Office Files According to Office Procedure.
* Composing Letters, Memos and Notifications.
* Performing All Data Processing Duties in An Accurate And Timely Manner.
* Using a Computer Console to Process and Complete Jobs.
* Carrying Out Regularly Scheduled Uploads or Downloads of Data.
* Resolving User Problems by Answering Questions and Requests.
* Performed General Work and Responsibilities.
* Handle Outgoing & Incoming Phone Calls & E-Mails.

**Short Course:**

**Course Title:** MS Office Automation (MS Word, MS Excel, MS Power Point& Internet)

**Institute:** Everest Institute of Technology, Qasimabad, Hyderabad, Sindh

**Duration:** 4 Months (November 2013 to February 2014)

**Educational Background:**

* **Degree:** **b.s computer Science**

Institute:University of Sindh Jamshoro

Passing Year:2014(Result awaited)

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* **Degree:** **Intermediate (“B” Grade)**

Institute:B.I.S.E Hyderabad, Sindh

Passing Year:2010

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* **Degree:** **Matriculation (“A” Grade)**

Institute:B.I.S.E Hyderabad, Sindh

Passing Year:2008

**Computer Skills:**

* Expertise in the usage of MS Office Tools namely MS Word, MS Excel, Power Point &Ms-Access.
* Good Typing Speed withTyping Speed of 45W.P.M.
* Command on Write & Installation of CDs/DVDs & Usbs.
* Expert in Downloading & Installation of Useful Softwares & Hardwares.
* Command on Softwares Like, Adobe Reader, Team Viewer, Antivirus, WinRAR Etc.
* Command on Browsers like (Chrome, Mozilla Fire Fox, and Opera).
* Converting Documents To PDF Formats & PDFFormats To Documents.
* Operate Windows 98/XP/7/8 etc.
* Good General Knowledge of IT.
* Ability to Pick Up New Skills Quickly.
* Able To Accurately Follow Oral And Written Technical Instructions.
* Userof Social Media like(Facebook, Twitter, Youtube, Google, Linkedin Etc.)

**AREAs OF EXPERTISE:**

* System Administration
* Hardware & Software (Usage & Installation)

**Strength:**

* Hard Worker & Intelligent.
* Can Perform Under Pressure.
* Can Learn Fast From Mistakes.
* Can Inspire Others to Work Honestly.
* Can Execute a Task Within Given Time.
* Can Utilize Available Resources Efficiently.
* Ability to Accept Challenges.
* Ability to Work with Team and Complete an Any Environment.

**Languages:**

* English (Read, Write, Speak)
* Urdu (Read, Write, Speak)
* Sindhi (Read, Write, Speak)

**Reference:**

Should be provided on request.