

Muhammad Abdullah Khan

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Present Address: Room#90 Mumtaz Hall, UET Lahore

Career Objective

To obtain technical experience from enough knowledge that I have stored in my mind. And then to join a challenging and career-oriented position in a dynamic organization to enhance my knowledge, skills and contribute towards the success of organization.

Professionals Skills

- Technical Software's: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Canva

Education

Qualification	Institution	Passing Year	Marks
BBA	University of Engineering and Technology, Lahore	2022	CGPA 2.97
FSc (Pre Engg.)	Chenab College Jhang	2019	77.27%
Matriculation	Chenab College Jhang	2016	86 %

Internships

Modular Design [July 1-2022 – August 31-2022]

Handled following responsibilities during my tenure

- HR reporting
- Data Auditing
- Handling Employee Records and Confidentiality
- Handling Supply chain and warehousing

Federal Board of Revenue [June 01-2021 – August 01-2021]

Worked under following areas during the internship period

- Prepared data for talent acquisition
- Administered company-wide benefit programs
- Worked in a team of 10 members for employee satisfaction

Events Organized:

Civcon 5.0, Civcon 6.0 and Civcon 7.0 by ICE UET Lahore
Primavera Workshop by ICE UET Lahore

Strength and Interests

- Good communication skills.
- Honest and Hardworking
- Strong content writing
- Ambitious and Motivated.
- Quick Learner and a keen desire to learn new things.
- Friendly and Sociable Personality.

References

References will be provided on request.

