



MUHAMMAD NOMAN AHSAN



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House No 102 Block No 6 Jauaharabad
Distt. Khushab



Punjab (PAKISTAN)



23-08-2000

CAREER OBJECTIVE

Seeking placement in an organization that provides me an opportunity to learn and develop my professional skills while allowing me to effectively utilize my abilities to contribute towards the organization's growth.

Short Courses

- Computer Operator from NTTC (6 Month)
- Graphic Designing from Digiskills.PK (3 Month)
- Freelancing from Digiskills.PK (3 Month)

Skills

- MS Word
- MS Excel
- MS Power Point
- MS Visio
- Adobe Photoshop
- HTML (Intermediate)
- PHP (Intermediate)
- CSS (Intermediate)

Languages

- English
- Urdu
- Punjabi

Academic Record

➤ Master of Computer Science

Virtual University
of Pakistan

3.23 CGPA

2023

➤ Bachelor of Science

University of
Sargodha

494/800

1st
Division

2021

➤ Fsc (Pre-Engineering)

Sargodha
Board

726/1100

1st
Division

2018

➤ Matric (Science)

Sargodha
Board

867/1100

1st
Division

2016

Experience

➤ Admin Assistant

Govt. College of
Technology

1.8
Years

Sep_2021 to Date

Key Responsibilities:

- Record Maintaining & File Handling
- Letter Typing
- Email Handling
- Dispatch & Diary
- Member of College Council
- Member of Admission Committee