

Muhammad Awais Sharif

Electrical (computer) Engineer

To expand skills and experience with in the market and organization and be employed in industry, Government or Entrepreneurial endeavors to demonstrate professional advancement through significant technical achievement and expanded leadership responsibility.



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EDUCATION

BS Electrical (computer) Engineering

Comsats University Of Science and Technology
Islamabad, Abbottabad Campus.

09/2014 - 03/2019

Islamabad, Pakistan

Final Year (FYP) Project

- Autonomus Robotics Lawn Mower

F.sc (Pre-Engineering)

BISE DG Khan

03/2011 - 10/2012

DG Khan, Pakistan

Courses

- Science

Matriculation

BISE DG Khan

03/2008 - 11/2009

DG Khan, Pakistan

Courses

- Science

WORK EXPERIENCE

Data Entry Operator

Irrigation Department

11/2022 - 02/2023

Dera Ghazi Khan, Pakistan

This is a Punjab Government Department. And i had been worked there on Contarct of 3 months.

Achievements/Tasks

- Scanned documents and saved in database to keep records of essential organizational information.
- Organized, sorted, and checked input data against original documents.
- Completed data entry tasks with accuracy and efficiency.
- Conducted audits of existing data entry processes.
- Analyzed current data records to provide detailed reports.

INTEREST

System Troubleshooting

Software and Hardware Installation

Book Reading

Managing Events

Team work

Negotiation

To guide youth to lawful path

Learning Holy Quran

Watching Documentries

CERTIFICATES

Peace Building (09/2021)

It aims to resolve injustice in nonviolent ways and to transform the structural conditions that generate deadly conflict.

How to become a virtual Assistant (10/2021)

As amazon virtual assistant i have worked as executive assistants and personal assistant.

LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Professional Working Proficiency

SKILLS

Design engineering experiment

Technical Report Creation

Data Warehousing

Project Management

Microsoft Office

Freelancing

Networking

Data Analysis

Boot Strap

Proposing and Managing Budget

Supervising