



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
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► Bachelor of Science

University of Sargodha	494/800	1st Division	2021
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► Fsc (Pre-Engineering)

Sargodha Board	726/1100	1st Division	2018
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► Matric (Science)

Sargodha Board	867/1100	1st Division	2016
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Experience

► Admin Assistant

Govt. College of Technology	1.8 Years	Sep_2021 to Date
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Key Responsibilities:

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