





SARFAZ MUHAMMAD RAFIQ

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Karachi, Sindh, Pakistan

Experience:

Proficient in MS Office (Word, Excel, PowerPoint) with strong skills in data entry, documentation, and reporting. Organized, accurate, and dependable in supporting office operations.

Summary:

I am currently pursuing an Associate Degree in Commerce. Proficient in MS Office, with strong skills in data entry and office support. Additional qualifications include digital marketing, video editing, animation, human resource management, freelancing, communication & soft skills, and a one-year electrician course.

Education:

- Associate Degree In (commerce) Continue
- Intermediate (commerce) From Karachi Board
- Matriculation (arts) From Karachi Board

Computer Skills:

- Computer Information Technology (CIT)
- Human Resource Management
- MS Office
- Digital Marketing
- Communication & Soft Skills
- Video Editing, Animation And Vlogging
- Freelancing
- One Year Electrician Course From (TTB)