

**Muhammad Taha**

Gujranwala, Pakistan

Phone/WhatsApp: +92 345 6465928

Email: 2211mtgamer@gmail.com

**Professional Summary**

Motivated MIS Officer with 2 years of experience in motorcycle manufacturing industry operations, data management, reporting, and system coordination. Strong computing background with practical skills in digital marketing, programming, cybersecurity basics, and workflow optimization.

Reliable, adaptable, and capable of improving operational efficiency through structured reporting and system handling.

**Work Experience****MIS Officer — King Hero Motorcycle Industries (2023 - Present)**

- Manage and maintain daily operational records and ERP data.
- Prepare production, sales, and inventory reports.
- Troubleshoot internal system/software issues.
- Ensure documentation flow between production, quality, and warehouse departments.
- Improve workflow efficiency with organized reporting and scheduling.

**Education****ADP Computer Science — Completed — IISAT University (2025)****BS Computer Science — Ongoing — IISAT University**

Intermediate (ICS - Physics) — Elite Group of Colleges — 2023

Matriculation (Science) — Eden Home School System — 2021

**Skills****Technical & IT Skills:**

- Programming: C++, Python
- Basics: Flutter, JavaScript
- Cybersecurity Basics
- SEO, Digital Marketing & Website Optimization
- Computer System Troubleshooting & Handling
- MS Office (Word, Excel, PowerPoint)

**Professional Skills:**

- Communication & Team Collaboration
- Problem Solving & Analytical Thinking
- Time Management & Work Discipline

**Languages**

English — Intermediate

Urdu — Native

Punjabi — Fluent