

# ABDUL HANAN



## CONTACT



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SUKKUR



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## SKILLS

MS WORD

MS EXCEL

HTML+JAVA

ACCESS

## LANGUAGES

URDU

ENGLISH

SINDHI

## HOBBIES



## ABOUT

Computer Operator/Office assistant Professional With “Diploma in Information Technology” and wide-ranging Business support skills. With extensive [Typing/data entry/reporting/fees sheet making/other] skills gained from studies and working knowledge of office software such as [Word/Excel/PowerPoint/other] I am well positioned to provide effective business-critical support to team and individuals.



## EDUCATION

2020-2021 INERMEDIATE

PRE-ENGINEERING

Saki institute of science & Technology

Diploma in Information Technology

2020-2021

Shah Abdul Latif University

BS/CS in Information Technology (in progress)



## CORE SKILLS

- Proficiency with Microsoft Excel, Word, Access and PowerPoint.
- Organizational and motivational communication skills.
- Good verbal, written communication and presentation skills
- Analytical Skills