

Muhammad Muzzamil

Office Assistant / Computer Operator at Kaj Overseas Corporation

i am enthusiastic and ambitious towards my career. seeking a challenging position where i can utilize my potential and skills will significantly contribute to the overall success of the organization.

Contact Info

☎ 03243422730

✉ m.mfatha97@gmail.com

🏠 Plot# 1491/3, Sidiqabad Memon Colony
F.B Area Karachi
Karachi, Pakistan

Strengths & Skills

✓ Computer Skills
✓ Python

✓ MS Excel

✓ MS Office

Academics

Title	Institute	Score	Date
Software Developer	PIAIC, Karachi		2020
B.Com Part 2	Premier Collage, Karachi		2019
Intermediate	Sir Adamjee Collage, Karachi	60%	2016
Matriculation	SMS Aga Khan School, Karachi	64%	2014

Experience 3 years

Company	Designation	Duration	
Kaj Overseas Corporation	Office Assistant / Computer Operator	May 2016 - Jul 2019	3.2 years

Work History

Kaj Overseas Corporation

May 2016 - Jul 2019 (3.2 years)

Office Assistant / Computer Operator

Karachi, Pakistan

- Generate Mails
- Communicating With Clients
- Data Entry
- Generate Bills
- Maintaining Office Data
- Documentation

Industries

- Importers/ Distributors/Exporters

Languages

- Urdu - Native
- English - Medium

Functional Areas

- Administration And Office Support

Hobbies

- Football
- Travelling & Exploring
- Music