

# MUAZ ASGHAR

+92 3345181888 | muazasghar4@gmail.com | [linkedin.com/in/muaz-asghar-6a281931a](https://www.linkedin.com/in/muaz-asghar-6a281931a) |

<https://github.com/muazasghar> |

Sector: G-8/4, Islamabad, Pakistan

---

## PROFESSIONAL SUMMARY

Detail-oriented and reliable professional with a background in procurement, proofreading, and customer management. Skilled in HTML, CSS, Bootstrap, JavaScript, and a range of design and productivity tools, with proven time management, communication, and teamwork abilities. As a responsible and organized individual, I'm eager to leverage technical skills and diverse work experience to contribute to dynamic projects and excel in the field of technology.

---

## PROFESSIONAL EXPERIENCE

### MTO Procurement

Imarat Group of Companies — Islamabad

May 2025 – Present

- Managing incoming monthly demand requests from offices of Imarat, Graana, and Agency21 across Pakistan.
- Managing and updating stock records to ensure accuracy and availability.
- Recording and updating financial transactions to ensure accurate bookkeeping.

---

### English Proofreader

Signum Concepts — Islamabad

November 2024 – March 2025

- Proofread English-language manuscripts for UK-based publishers, Olympia and Pegasus.

---

### Remote Sales Agent

Royce Furniture – London, United Kingdom

July 2021 – November 2023

- Conducted furniture sales in the UK through online advertisement posting alongside my bachelor studies.

---

## TECHNICAL SKILLS

- **Web Development:** HTML, CSS, Bootstrap, and JavaScript
- **Productivity Tools:** MS Word, MS Excel, MS PowerPoint, VS Code
- **Design & Creative Tools:** Canva, Adobe Photoshop
- Team Collaboration, Adaptability, Quick Learning
- Time Management, Attention to Detail
- Strong Interpersonal and Communication Skills
- Fluent in English & Urdu

---

## EDUCATION

### Bachelor's in Computer Science

AIU — Islamabad

October 2020 – August 2024

### Intermediate in Computer Sciences

The Superior Group of Colleges — BISE, Rawalpindi

2017 – 2019

### Matriculation

Siddeeq Public School — BISE, Rawalpindi

2015 – 2017