



P/O Qasba Gujrat, Teh Kot Addu District Muzaffar Garh.

+92-349-7147200

mirzamudassir52@hotmail.com

www.prismaunited.com
www.skill-labs.com

linkedin.com/in/mudassir-mirza-200

ACHIEVEMENTS

Best Performance Award
September 2012 (Matriculation)

Professional Skills

M.S Office

Photoshop

PHP 7.0

Python

C++

Hobbies

Computer Gaming
Indoor Games
Play Cricket
Reading Books

LANGUAGES

English

Urdu

Objectives

To enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibility to new talent.

Why you should hire me?

I have sense of direction. I am an interesting well-rounded person who can work well with others. I have good grip on Microsoft Office like composing, drafting, editing, working on sheets in MS Excel. I also have good grip on Technical English like writing letters, memos. Also have experience in managing office record and organizing files. I have also worked as Freelancer in Web Developing for 2+ years.

Personal Information

Full Name : Muhammad Mudassir Mirza
Fathers' Name : Mirza Muhammad Aslam Baig
CNIC No. : 32303-6101607-5
Date of Birth : 09-11-1997
Domicile : Muzaffar Garh
Nationality : Pakistani
Religion : Islam
Marital Status : Single

Education

2012 - 2014

Intermediate (F.Sc)
Punjab Group of Colleges

Kot Addu

Duration : 2 years
Marks : 709 / 1100
Percentage : 64%

2010 - 2012

Matriculation
B.I.S.E DG Khan

Qasba Gujrat

Duration : 2 years
Marks : 906 / 1050
Percentage : 86%

Extra Courses

Basic IT Literacy

Punjab Vocational Training Institute

Duration : 3 Months
Percentage : 95%
Verification No. : MGR-05-LT04-010-17-11

Computer Hardware & Software
www.onlinediploma.pk

Duration : 1 month
Percentage : 88%
Verification No. : DO-68862

Microsoft Office
www.onlinediploma.pk

Duration : 1.5 month
Percentage : 86%
Verification No. : DO-68862

Experience

Computer Operator

AKS Engineering (Pvt.) Ltd. Karachi

Duration : 2 Years (4th January 2016 – 9th February 2018)
Phone : 021-34545380 / 021-34535793
Email : aks@akseng.com / aks-eng@hotmail.com