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| --- | --- |
| Sohail ahamed suleman  s/O  MUHAMMAD sulemnan |  |
| amin park# 2, near shall patrol pump band raod, lahore. |
|  |  |

**0323-8401550 ▪ sohailmughal8401550@gmail.com ▪**

Objectives

To Work in a challenging environment and build an outstanding career thereby making an irreplaceable contribution to the company by the way of accelerated progress towards respective goals. To achieved excellence by working with highest professional standard.

Experience

* University of South Asia as a Transport Incharge (Continues).
* University of South Asia as an office Assistant (Continues).
* University of South Asia as a Data Entry Operator (Continues).

**Job Descriptions**

* Detailing Parents & Students in the Matter of University Transport.
* Supervise Drivers and Conductor.
* Recover Transport Charges of Every Student from Each Route and Each Month.
* Assist to Academic Officer.
* Assist to Record Room Incharge.
* Keeping Students File (Hard and Soft Form).
* Typist of University Pro-Vice Chancellor (Typing Speed 50 to 60 WPM).
* Data Entry of any type on Microsoft. (English & Urdu)

Education & Courses

**Short Hand** (80WPM&Above)

2018-to date▪ **Shaheen Shorthand System, Lahore.**

**Microsoft Office**

2017-2017▪ **Peak Solutions College, Lahore.**

**Intermediate**

2016-2017▪ **Islamia College of Civil Lines, Lahore.**

**Matriculation**

2013-2015▪ **Shinning Boys & Girls High School.**

Skills

**Computer Skills**

* Internet Technologies
* Window 7 Basics
* MS Office 2007 Onward
* In-Page
* Computer Basics
* Internet Surfing

**Personal Skills**

* Communication Skills
* Presentation Skills
* Good Spoken
* Multi-disciplinary and Versatile Behavior Quick Learner
* Problem Solver
* Team worker
* Social worker
* Great Personality

**Language**

* English (Average)
* Urdu (Very Good)
* Punjabi (Very good)

Hobbies

* Book Reading
* Internet Surfing
* Travelling

References

* Will be Furnished on Demand