

Muhammad Shahzaib Bashir

Address: Chak No # 27/2L Tehsil Renala Khurd District Okara.

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Objectives:

I am very organized, punctual and Enthusiastic person. I have the ability to communicate and work with other members of a group and organization. I am someone who is always up for a challenge and feel nothing is impossible. I always look forward for tomorrow as I believe I am something new every day.

Personal Information:

Fathers Name	Bashir Ahmad
Date of Birth	17-09-1996
Domicile	Okara (Punjab)
Marital Status	Single
Gender	Male
Nationality	Pakistani
CNIC No.	35303-5703797-1

Qualification:

DEGREE	MARKS	PASSING YEAR	BOARD/UNIVERSITY
MSc (CS)	3.36/4.00	2021	University of Okara
ADP (CS)	3.00/4.00	2019	The Superior College Lahore
ICS	580/1100	2016	BISE Sahiwal
Matric	690/1100	2014	BISE Sahiwal

Professional Qualification:

- ✓ 3 Month Diploma in Spoken English & Computer Application from COTHM College Okara.
- ✓ Certificate in Computer Application.
- ✓ Office Management.

Skills Areas:

- ✓ Education and training

- ✓ Reading comprehension
- ✓ Administration and management
- ✓ Active listening
- ✓ Critical thinking
- ✓ System evaluation
- ✓ MS Office, Window, Typing, Internet etc.

Hobbies

- ✓ Gardening, Sports, Art, Gaming, Travelling, childcare, Cooking, collecting, Reading etc.

Personal Strengths

Adaptability, optimistic, hardworking, Persistence, honest, Flexibility, Fast decision -making, self-Motivated, marketing, advertising, promotions, New invention, mutual cooperative good communication skills, learning, teaching etc.

Experience:

- ✓ 4 Year Experience as a Data Entry in Gala Mandi Okara.
- ✓ 1 Year Experience as a Computer Teacher in Allied School Okara (Al-Rahman campus).
- ✓ 1 Year Experience as a Computer Operator in Sahar Lab Collection Center Okara (Continue).
- ✓ Currently Working as a IT Assistant in SALVA GROUP OF INDUSTRIES PVT OKARA.

Language:

- ✓ Urdu
- ✓ English
- ✓ Punjabi
- ✓ Interest in Chinese

Reference:

- ✓ Reference will be provided on Demand.