

Muhammad Kashif

Dubai Investment Park 1
Dubai UAE

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SUMMARY

I am a hardworking and honest individual. I am a good timekeeper, always willing to learn new skills. I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard-working person

HOBBIES

Cooking
Cricket
Reading
Traveling

TOP SKILLS

Excellent Communication Skills
Microsoft applications proficiency
Office Management
Documentation and reporting
Database Management
30 WPM Typing Speed
Work Independently
Ability to Motivate

TECHNICAL SKILLS

Computer Operating
Networks Configuration
Trouble Shooting
Network Troubleshooting
Programming

PERSONAL DETAILS:

Father Name	Ghulam Muhammad
Nationality	Pakistani
Gender	Male
Marital Status	Single
Date of Birth	15 July 1998
Visa Status	Visit Visa
Passport No	CN4840841
Religion	Islam (Sunni)
Language	English, Urdu



CERTIFICATION

Certificate in Artificial Intelligence (Machine Learning & Deep Learning) With Python Programming.
Certificate in CCNA (Routing and Switching 200-301)
Certificate in Computer Applications CCA

EDUCATION

BS INFORMATION TECHNOLOGY CGPA 3.45/4 YEAR 2021

KAIMS INTERNATIONAL INSTITUTE MULTAN AFFILIATED WITH GOVERNMENT COLLAGE UNIVERSITY FAISALABAD (GCUF).

FSC PRE-ENGINEERING MARKS 749/1100 YEAR 2016

THE PROFESSOR GRAMMAR HIGH SCHOOL JALALPUR PIRWALA DISTRICT MULTAN

MATRIC MARKS 793/1100 YEAR 2014,

THE PROFESSOR GRAMMAR HIGH SCHOOL JALALPUR PIRWALA DISTRICT MULTAN

EXPERIENCE

Pakistan Telecommunication Company Limited PTCL

Internship (MTR RGM Office Multan CANTT)

Coordination Office (11/2019 – 01/2022)

I worked in Coordination Office in which we deal with the products and Services of the Company for the employees like Salaries, Bonus, Goods and etc. We also tackle the problems of customers from our equipment. We make the permission letters to our Technical team for solving the issues of customers and make sure the reliable connection for him. We are used the SAP software to make these letters and also for the Database.

The Spirit School (Jalal Campus) Khan Bela Road Tehsil Jalalpur Pirwala District Multan.

Senior Clerical Officer (07/2021 – 01/2022)

Perform clerical duties with senior capacity to ensure smooth functioning in an organization. Execute and supervise the administrative tasks on a day-to-day basis. Maintain and manage the office properties and assets in an organized manner.

I do hereby certify that the above information is true and correct to the best of my knowledge.

Muhammad Kashif