

CURRICULUM VITAE

MUHAMMAD SUFIAN

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OBJECTIVE:

I wish to get work from the people under my supervision . Achieve my goal and objective in time through my skills, abilities and hardworking.

PERSONAL INFORMATION:

❖ **Father Name** : Reheat Ali
❖ **Date of Birth** : 25st May 1997
❖ **Nationality** : Pakistan
❖ **Religion** : Islam
❖ **CNIC** : 34403-1477890-1
❖ **Passport No** : AJ5548901
❖ **Gender** : Male

ACADEMIC QUALIFICATIONS:

Degree/Certificate	Year	Board/University
Matric (Science)	2014	BISE GUJRANWALA
Intermediate (Fsc)	2017	PBTE LAHORE
Office Management	2021	GUJRANWALA (SSC)

EXPERIENCE:

- 2 year work experience Food production from 2/3/ 2017 to 29/11/ 2019 Lahore, Pakistan
- 1 year work experience as a Computer Operator in Unilever Company from 1/2/2020 to 18/12/2021 Islamabad, Pakistan

RELEVANT SKILLS:

- Excellent in Microsoft Office programs:
- MS word: Excellent skills in editing typing and maintaining documents.
- MS Excel spreadsheet: Professionally trained in using MS Excel Skills. Excellent skills to create and maintain Excel sheets on daily basis.
- PowerPoint presentation: Extra ordinary skills in creating PowerPoint presentations.
- Networking
- Internet Browsing
- Repairing PC.

STRENGTHS :

- Good team work and Diligent Self Confident
- Quick adaptability to job challenges
- Hard working Optimistic Nature
- Honest and committed to work

LANGUAGE:

- English (Fluent in Speaking and writing)
- Urdu (Native Language)
- Hindi
- Punjabi

REFERENCE:

Will be provided on demand