

MUHAMMAD ISMAIL

Email:

ismailali7176@gmail.com

+92 322 0274149

, House # 117/8, Sector 11-G, New
Karachi, Pakistan



OBJECTIVE

Experienced and dependable clerical support, looking to obtain a position in a professional office environment where my skills can benefit the company and to build upon existing office skills. Skills : Microsoft Office, Receptionist, Customer Service.

EXPERIENCE

- At Digitrend Pvt Ltd (Software House)
Admin Officer:
4.5 Years Experience
- ZamZam Garments.
As Admin Officer
1 Year Experience

EDUCATION

BS: Continue...
University of Sindh Subject: Art
from Board Of Mirpurkhas
Intermediate (Commerce)
From Board Of Mirpurkhas
Matriculation (Arts)

SKILLS

- Good Communication Skills
- Ability to arrange tasks, documents, and schedules systematically.
- Familiarity with office software (e.g., Microsoft Office, Google Workspace).
- Maintaining accurate and organized records and files.
- Regularly reconciling petty cash balances with
- recorded transactions.

LANGUAGES

- English
- Urdu

PERSONAL DETAILS

- Date of Birth : 21/05/1999
- Marital Status : Single
- Nationality : Pakistani
- Religion : Islam
- CNIC : 42101-6148361-5

DIPLOMA COUSES

- 06 Months Diploma Course in C.I.T
Hafiz - E - Quran.