

Muhammad Faisal.

CONTACT

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EDUCATION

Diploma of associate Engineer.

DAE Civil Revised 2013.

Azaan Polytechnic Institute Pabbi,
Nowshera.

LANGUAGES

Pushto.
Urdu.
English .

RELEVANT SKILLS

- Operating Systems:
- Windows (XP, 7, 8, 10).
- Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Google Workspace (Docs, Sheets, Slides, Gmail).
- Application setup.
- Documentation skills.
- Data processing.
- Data collection and analysis.
- Data Entry.



I am an organised, efficient and hard working person, and am willing to discover and accept new ideas which can be put into practice effectively. I am a good listener and learner, able to communicate well with a group and on an individual level. I am able to motivate and direct my talents and skills to meet objectives.

PROFESSIONAL EXPERIENCE

Computer Operator:

Feb 2023 – January 2024

Leopards Courier Services , Peshawar.

- Entered data into computer systems with high accuracy.
- Produced accurate and detailed functionality reports each day.
- Used software: [e.g., Microsoft Excel, Google Sheets and company`s software.]
- Maintained data organization and attention to detail.

Amazon Seller:

May 2024 – Present

Austin, TX United States of America.

- Sold products on Amazon marketplace, achieving high sales volume and excellent customer feedback.
- Managed inventory, orders, and customer service through Amazon Seller Central.
- Utilized Amazon advertising options, such as Sponsored Products and Sponsored Brands.
- Optimized product listings for search and conversion, resulting in 50% increase in organic sales.

CERTIFICATIONS

- I have successfully completed a special training course organized by the **SDC Peshawar** in the trade of **English language**.
- Have successfully completed a special training course organized by the **SDC Peshawar** in the trade of **AutoCAD**.
- I have successfully completed a special training course organized by the **SDC Peshawar** in the trade of **Microsoft Office 2019**.
- I have successfully completed **Environmental Health and Safety Manager** at **National Institute of Design and Analysis, Peshawar**.
- I have successfully completed the training in **Graphic Design** course under **DigiSkills training program**.
- I have successfully completed the training in **Freelancing** course under **DigiSkills training program**.

