



MUHAMMAD RAMZAN AWAN

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Address: House C-229 New Yard Railway Colony
Rohri, Rohri, Sindh Pakistan.



Data Entry Officer/Bookkeeping Assistant

PERSONAL INFORMATION

FATHERNAME: FATEH MUHAMMAD
CNIC NO: 45502-6911612-5
SURNAME: AWAN
MARITAL STATUS: MARRIED
DOMICILE: SUKKUR, SINDH
NATIONALITY: PAKISTANI
RELIGION: ISLAM

OBJECTIVES

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

Academy Qualification

Degree	Passing Year	School/College/University
BBA (Hons)	Continue Online	AIOU Islamabad
B.Com	2021	SALU Khairpur
Intermediate Arts	2016	Govt Atta Hussain College Rohri
Matriculation	2014	Govt High School Rohri

Courses & Certificates

Course/Certificate	Duration	Institute
Information Technology (IT)	(06) Six Months	Allied Digital Academy Rohri
C.I.T	(06) Six Months	Sindh Arts & Commerce College Sukkur

Work Experience

- ❖ (1) Years' Experience as a **Data Entry Officer** at **Charter for Compassionate EMO School Govt: High School Bedil Bekas Rohri.**
- ❖ (3) Years' Experience as a **Relationship Officer** at **MAF Business Karachi.**
- ❖ (08) Months Experience as a **Computer Operator** at **Riverside Development Organization.**

Achievements

- Received "**Computer Expert**" Certificate From **Allied School Rohri.**
- Received "**Appreciation Certificate**" from **Riverside Development Organization.**

Projects

- ❖ Students Data Collection (SDC) in this project we work for Students Data Collection Door by Door Team Size (05) I worked as a Leader and Data Entry Officer.

Skills

- ❖ MS Office
- ❖ Printing
- ❖ Networking
- ❖ Bookkeeping

Hobbies

- ❖ Playing Football
- ❖ Listen Music
- ❖ Double Check of Work

Languages Speak & Understand

- ❖ Urdu (Fluent)
- ❖ Sindhi (Fluent)
- ❖ Saraiki (Fluent)
- ❖ Punjabi (Fluent)
- ❖ English (Good)

DECLARATION

I hereby declare that the above furnished information is authentic to the best of my knowledge

Reference will be furnished on demand.



Signature