



MUHAMMAD TALHA

Vpo Kalwal Tehsil Kallur Kot District Bhakkar

923084502730

talha1046@gmail.com

SUMMARY

To take a long term career oriented employment to invest all my education Qualification, Professional Experience and to undertake Responsibility to widen the scope of learning practically to the optimum benefits of the Organization and entire Development of my career.

SKILLS

- Computer Operator
- Strong decision maker
- Complex problem solver
- Self-motivation and ability to take the initiative
- Quick learner, keen to learn and improve skills
- Innovative
- Service-focused
- Written and verbal communication skill
- Knowledge of Microsoft office
- Data Entry
- Password Resets
- Critical Thinking
- Troubleshooting
- Software Installation

EXPERIENCE

Computer operator, 07/2021 - 02/2023
Ammad Photo stat, Maibal Sharief

Computer operator, 01/2019 - 03/2021
Hafiz Photo stat, Kallur kot

Office Admin /Computer Operator, 04/2022
The Oasis Grammar School, Maibal Sharief

EDUCATION

FA
Allama Iqbal Open University, 01/2020

- Percentage: 70%

Matric
Bise Sargodha 01/2017

- Percentage: 45%

CERTIFICATIONS

Computer Application, 70%, 2018, Vocational Training Institute Kallur kot

DOMICILE

Bhakkar, Punjab

PERSONAL INFORMATION

- CNIC Number: 38103-4189695-1
- Father's Name: Muhammad Ramzan
- Date of Birth: 05/01/98
- Nationality: Pakistani
- Marital Status: Single
- Religion: Islam

LANGUAGES

- URDU
- SARAIKI
- ENGLISH