



MUHAMMAD AFNAN

ADMIN OFFICER

 +92-312-6202024

 ifiprince2000@gmail.com

 Peshawar

EDUCATION

June 2023 BS Computer Science
UET PESHAWAR

EXPERTISE

- ERS
- MS Excel
- MS Word
- MS Power Point
- Google Sheets
- Zoom
- Google Meets
- Management Skills
- Strong Communication Skills
- Data Analysis
- Leadership

LANGUAGES

English

Urdu

Pashto

ABOUT ME

Highly Motivated Admin Officer with 2 years of experience in Sales, Marketing & People Management. Passionate about assisting students in achieving their career goals and excited to contribute to AKTI mission of Tech Entrepreneurship through my strong communication, interpersonal, and organizational skills.

EXPERIENCE

Al-Gaba Educational Books **October 2022 - Present**
Admin Officer

Royal Premium Packages **January 2022 - October 2022**
Senior Sales Representative

Daraz Selling **March 2021 - December 2022**
Local Ecommerce Selling

CERTIFICATIONS

Haris institute **August 2016**
Certified in Information Technology (CIT)

Reference will be Provided Upon Request