



# MUHAMMAD TANVEER

## Personal Info

Father Name	Faqir Muhammad
Date of Birth	22-04-1990
Domicile	Peshawar
CNIC No.	17301-6286902-5
Religion	Islam
Marital Status	Single
Nationality	Pakistani
Mobile No.	0315-9333248
Email	veerukhan444@gmail.com
Permanent Address	Wisal Chowk, Faisal Colony near Corporation Colony, Dilzak Road, Peshawar.

## Objective

To secure a position in an organization that would fully employ my personal skills my experiences as well as my academic training.

## Qualification

### Academic Qualification

- ❖ **B.A (Bachelor of Arts):**  
Completed in March 2014 (2nd Division/Grade B)  
English, Mathematics, Statistics  
Government College Peshawar
- ❖ **F.A (Faculty of Arts):**  
Completed in July 2010 (1<sup>st</sup> Division/Grade B)  
Economics, Mathematics, Statistics  
Government College Peshawar
- ❖ **Matriculation:**  
Completed in July 2008 (1<sup>st</sup> Division/Grade B)  
Mathematics, Physics, Chemistry, Biology  
Forward High School Peshawar

### Other Skills & Certificates

- **DIT Diploma (BTE) (2018)**
- MS Office Certificate (2010)
- CorelDraw
- Adobe Photoshop
- Inpage
- Web Development (Wordpress) Certificate
- Computer Hardware & Software Certificate (2015)
- Windows Installation
- Laptop Assembling Parts Certificate (2017)
- Social Media Advertisement

## Experiences

- ❖ **Office Assistant cum IT Officer at Daily Maidan** (G.T. Road, Peshawar)  
Daily Invoice Entries, Maintain Daily Advertisement Report (DAR), Recordkeeping of Advertisements, Maintaining Office Work, Filing and Documentation, Recovery from Correspondents, etc.  
Solving Computer Problems i.e. Windows & Software installation, Troubleshooting of Computer & Printer, etc.  
**Nov, 2020 to Till Now**
- ❖ **Assistant Manager & Staff Supervisor at PSM** (Saddar Road, Peshawar Cantt.)  
5 years Assistant Manager / Staff Supervisor experience  
Worked on MS Office, Corel Draw, Inpage, Stock Inventory Software  
Maintaining Office expenditures & Cash Ledger Book, Generate GST invoices for customers, Maintaining Office Work, Documents Filing, Staff Supervision, Supply in/out, Attending Telephone Calls and Stock Store Keeping, etc  
**Oct, 2015 to Nov 2020**
- ❖ **Assistant Regional Coordinator at PMYSDP** under **Fincon Services Co. Pesh**  
5 months Assistant Regional Coordinator experience  
Worked on MS Word, MS Excel to making projects files  
Maintain Office Files, Using Internet, Making Emails, Attending Telephone Calls, etc  
**Oct, 2014 to Feb, 2015**
- ❖ **Computer Operator Cum Office Assistant at Muin ud Din & Co.** (Peshawar City)  
8 months Computer Operator cum Office Assistant experience  
Worked on MS Word, MS Excel to making Project Files  
Maintain Office Record Files, Using Internet, Making E-mail, Telephone Calls, etc  
**Feb, 2014 to Oct, 2014**
- ❖ **Computer Programmer Internship** (Website Development)  
**J Soft Solution Software House** (Deans Trade Centre, Peshawar Saddar)  
Worked on HTML, CSS, Wordpress, Website Development  
Solving Computer Problems i.e. Windows & Software installation, Troubleshooting of Computer & Printer, etc.  
**July, 2013 to Dec, 2013**
- ❖ **Graphic Designer at Asim Graphics** (Mohallah Jangi)  
2 years **Graphic Designer** experience  
Worked on CorelDraw, Adobe Photoshop, Inpage  
**Feb, 2011 to June, 2013**

## Advantages

- ❖ Flexible Personality
- ❖ Can work anywhere under any circumstances.

## Languages

Urdu

Hindko

Pashto

English