

MUHAMMAD ISHFAQ



I am an enthusiastic, self motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

CONTACT



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bazar ghari chamkani peshawar

EDUCATION

Bachelor of Science in Computer Science

Preston university Peshawar

2015-2019

FSC General Science

Islamia Degree College of Commerce
and Computer Science , Peshawar

2011-2013

Matric- Science

Senior Cambridge Public School, Peshawar

2009-2011

SKILLS

- MS Office
- Camtasia
- Photoshop
- Tubebuddy
- Keyword search

LANGUAGE

- English
- Urdu
- Pashto
- Punjabi

EXPERIENCE

ASSOCIATE IT OFFICER in community Motivation and development organization. Peshawar Pakistan. July 2016- Sept 2018 (Internship)

- Install, maintain and configure hardware and software systems according to company policies.
- Troubleshoot and repair network, hardware and software components.
- Perform routine maintenance and inspection of network and server systems.

Jalil catering service worked as an accountant Peshawar pakistan, jan 2019- Feb 2020

- taking and processing of the orders
- maintaining a proper financial system
- official contact management
- great communication skills with the costumers
- working on the proper software for the company

Fast food restaurant (cheeza) worked as a Manager Peshawar , Pakistan Dec 2020- jan 2021

- Dealing with the supply based on the available stock
- calculating daily sales and profits
- maintaining customers satisfaction levels
- keeping everything upto date
- Keeping a check on the proper implementation of the governmental rules.

Receptionist Hilal pharmacy peshawar Pakistan April 2021- feb 2022 (Internship)

- handling customer queries and complaints
- costumer handling
- bills management
- processing orders
- keeping a check on the medicines stock
- keeping track on medication and inventory level
- processing payments and handling financial transactions

EXTRA CURRICULAR

- Sports
- Reading
- Photography

HONORS AND AWARDS

- Awarded as the employee of the month for two months in a row in Jalil catering service
- Awarded for arranging a farewell at Preston university
- Awarded as best organizer Preston University

Working as a freelancer june 2022- Present

- content creator
- managing of youtube channels
- managed to do SEO of the content
- website management skills
- video editing software skills
- group management skills