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## MUHAMMAD SOHAIB MERAJ

**OBJECTIVE** Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skills

**SKILLS & ABILITIES**

- Scheduling and calendar management
- Conference setup
- Data base creation and management
- Microsoft office
- Event planning
- Filing and expense report
- Taking notes and dictions

**EXPERIENCE**

- ONE YEAR EXPERIENCE AS A MACHINE OPRATOR IN KARACHI SHIPYARD**
- TWO YEARS EXPEREANCE AS A PERSONAL ASSISTANT IN ANUM FABRICS
- ONE YEAR EXPEREANCE AS A PACKER IN RACKIT PHARMA
- ONE YEAR EXPERIENCE AS A RECEPTIONIST AND A COMPUTER OPRATOR IN DALLAL

**EDUCATION**

- MATRICULATION FROM KARACHI BOARD**
- INTER IN PRE MEDICAL FROM ZIAUDDIN BOARD
- LATHE MACHINE CERTIFICATE FROM KARACHI SHIPYARD
- SIX MONTHS C.I.T CERTIFICATE FROM HOPE INSTITUTE.
- BSN NURSING FROM LYARI NURSING COLLEGE [CONTINUE]

**COMUNICATION**

- Excellent written and verbal communication
- Speaking in public, to group or via electronic media
- Excellence in meeting and presentation skills

**LEADERSHIP** Decision making, communication, active listening, feedback, influence, prioritization, motivation and adaptability.



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