

MUHAMMAD ASIM

Experience: 4 years

Jobs applying for: Sales and marketing, Computer operator, Labourer and Administrator

Education: Secondary School Certificate

Mobile #: +971-58-8101894

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Objective Seeking an opportunity in a reputable firm to polish my skills and make best use of my potential and capabilities through hard work and determination.

Personal Information	Father's Name	–	Muhammad Qasim
	Nationality	–	Pakistani
	Date of Birth	–	20-03-1998
	CNIC number	–	42101-9191707-7
	Hobbies	–	Reading newspaper, playing cricket, Travelling

Experience Computer Operator and Administrator

Fruiten Company Karachi
(2 years' experience)

- Provides data by operating a computer.
- Managing basic documents like sales tax invoices and expenses vouchers.
- Maintains client confidence by keeping information confidential.
- Performs defined tasks per documented instructions/processes.
- Makes appropriate changes to the documentation, as needed.

Graphic Designer

J. Al Akram Textile Karachi
(2 years' experience)

- producing sketches, designs and samples for presentation to customers
- making up sets of sample designs
- liaising with clients and technical, marketing and buying staff to plan and develop designs
- accurately interpreting and representing clients' ideas
- working out design formulae for a group of samples
- assessing and approving completed items and production standards

Education	Secondary School Certificate	(2011)
	BISE Karachi.	
	1st Division	

Skills Presentation and Communication,
Team Worker
Quick learner
Punctual
Computer skills plus internet utilities,