



# MUHAMMAD IMRAN

## PERSONAL INFORMATION:

Date of birth	.01-01-1983	Age	41
Passport No.	AG1224524	Marital Status	Married
Gender	Male	Nationality	Pakistani

## EXPERIENCES:

April 2021- Current  
Computer Data Entry Operator  
**SHAH RUKN-E-ALAM TRAVELS & TOURS PVT LTD.**  
Burewala, Punjab, Pakistan.

April 2011- January 2021  
Computer Data Entry Operator + Store Kepper  
**SIS UNIVERSAL ENTERPRISE.**  
Kajang, Selangor, Malaysia.

January 2005- December 2010  
Computer Data Entry Operator  
**NADI MINDA RESOURCES.**  
Rawang, Selangor, Malaysia.

## EDUCATION:

August 2000  
F.A. (Economics, Computer, Math)  
**GOVT. DEGREE COLLEGE BUREWALA.**  
Burewala, Punjab, Pakistan.

January 1998  
Diploma of Computer Sciences. (Software & Hardware)  
**PARADISE COMPUTER COLLEGE BUREWALA.**  
Burewala, Punjab, Pakistan.

March 1998  
MATRIC. (Science, Math)  
**GOVT. HIGHER SECONDARY SCHOOL.**  
Chak No.477/E.B. Tehsil & Distt. Vehari, Punjab, Pakistan.

## CARRER OBJECTIVE:

To obtain an entry level position in the organization to gain knowledge and improve skills in business and related. To work related and experiencing the real life in this field.

## STRENGTH:

- Responsibilities in doing jobs and tasks that have been given. Communicate well with others person.
- Capable to work with other staff.
- Gives full commitment in doing tasks.
- Can work independently without supervision.
- Basic Public Relation and Management
- **Computer Literacy**
  - Full Command in Microsoft Office (Word, Excel, Power Point),
  - Corel Draw (Graphic Designing)
  - Adobe Photoshop
  - Internet
  - Computer Hardware

## LANGUAGES:

English, Malaysian, Arabic, Urdu, Punjabi.

## ADDRESS:

Chak No.481/E.B. Teh. & Distt. Vehari. 61010 Punjab, Pakistan.

## MOBILE:

0092-3215361481

0092-3487031827

## EMAIL:

[m.imran.attari481@gmail.com](mailto:m.imran.attari481@gmail.com)

## SUMMARY:

Proficient Computer Operator skilled at establishing controls and managing daily jobs. Hardworking professional adept at correcting routine problems and escalating major concerns. Seeking permanent role with room for advancement.

## SKILLS:

- Book keeping
- Back office operations
- Supervising clerical personnel
- File maintenance
- Data Entry
- Microsoft Office
- Coordinating programme activities
- Customer Service
- Billing forms
- Accounting skills
- Invoicing and billing
- Advanced MS Office Suite knowledge
- Office equipment operations
- Data entry documentation
- Office management software
- Documentation and reporting
- Multitasking and prioritisation
- Record-keeping and bookkeeping
- Human Resources Management (HRM)
- Documenting patient information