

MUHAMMAD SALEEM

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▼ Objective

I am a well-motivated, conscientious and hardworking individual. I am outgoing, friendly and have a good sense of humor and a high level of initiative. I am an optimist, with a positive attitude and open mind. I relish challenges.

▼ Experience

- ✚ 2 years as a Computer Networking Superior college Hafizabad (PAKISTAN)
- ✚ One year as a software and hardware for DCO office Hafizabad (PAKISTAN)
- ✚ One year as a HR admin for Dust technical services LLC Ajman (UAE)
- ✚ One year as a office admin for Adam Contracting Co LLC Dubai (UAE)
- ✚ 2 years as a documents controller for Fasal Al Rabiee Cont. LLC Sharjah (UAE)

▼ Education

- ✚ **Bachelor of Arts,**
University of Punjab Lahore.
(2009) 2nd Division
Intermediate
- ✚ **BISE Gujranwala**
(2005-2007) 2nd Division
- ✚ **Matriculation (Science)**
Board of Education Faisalabad, Pakistan
(2003) 1st Division
- ✚ **Computer Application (D.C.A)**
Gilani Institute Of Information technology Lahore, Pakistan
(2002)
- ✚ **Certificate In Computer Application**
Unique information technology Home, Ali Pur Chatha, Gujranwala
(2009)
- ✚ **Computer Hardware**
Moden College of Information Technology, Lahore
(2010)



▼ Major Skills

- ✦ E-mail, Internet, Computer Technician, Computer and Wireless Networking, Local area network.
- ✦ Software Installation, Driver Installation, Data Entry, Web Surfing, Ad posting.
- ✦ Expert in the installation of various software and other operating programs.
- ✦ Master in the use of Ms Office Tools: MS, EXCEL, Power point, MS Access.
- ✦ Skilled in internet application.
- ✦ Good working relationship.
- ✦ Ability to work under pressure with consistent excellent results.
- ✦ A Good Knowledge of Microsoft Word, Excel.

▼ Office Supported Skills

If you have other kind of knowledge that is useful for other types of office activities, then mention it under this section. For example: Have known with various useful methods of

- ✦ Accountancy
- ✦ Multi line telephone controlling
- ✦ Documentation and filing
- ✦ Knowledge for handling quality photocopier machines and the fax machines
- ✦ Have known with Microfiche

▼ References

Available upon request.