



Muhammad Hamza Khalid

Date of birth: 2000/01/30 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:**

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Address: Village Kotla, P.O. Maira Mohra, Tehsil & District Rawalpindi, 47500, Rawalpindi, Pakistan (Home)

WORK EXPERIENCE

2023/10/02 – 2025/02/28 Islamabad, Pakistan

UNIVERSITY TEACHING ASSISTANT IQRA UNIVERSITY ISLAMABAD CAMPUS

2020/10/01 – 2022/08/01 Islamabad, Pakistan

SALES EXECUTIVE UK ELECTRONICS AND FURNITURE MALL

- Sales and Retails
- Customer Relations

2017/03/01 – 2020/09/30 Rawalpindi, Pakistan

AIRLINE TICKETING OFFICER OSAAF AIR TRAVEL

- Travel and Tourism Advisor.
- Making itinerary.
- Issuing Airline Tickets.

EDUCATION AND TRAINING

2019/01/01 – 2024/02/28 Islamabad, Pakistan

BS INTERNATIONAL RELATIONS Iqra University

Website <https://iuisl.iqra.edu.pk/> | **Level in EQF** EQF level 6

2015 – 2018 Rawalpindi, Pakistan

HIGHER SECONDARY SCHOOL CERTIFICATE F.G. Quaid-e-Azam Degree College, Chaklala Scheme 3, Rawalpindi

Level in EQF EQF level 4

2013 – 2015 Rawalpindi, Pakistan

SECONDARY SCHOOL CERTIFICATE F.G. Boys Secondary School, Adam Jee Road Rawalpindi

Level in EQF EQF level 3

LANGUAGE SKILLS

Mother tongue(s): **PANJABI; PUNJABI** | **URDU**

Other language(s): **ENGLISH** | **PASHTO**

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Google Workspace (Google Drive, Google Sheets, Google Calendar, Google Slides, Google Docs) | Peachtree accounting | Proficiency of using computer and internet | Linux (Red Hat, Debian) | IBM Statistical package for Sciences (SPSS) | Organizational and planning skills | Team-work oriented | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced | Able to adapt to new situations and system. | Good listener and communicator | Ability to work in a team and autonomously | Research and analytical skills | Good Communication and Writing Skills | Ability to work effectively and efficiently under pressure | Creativity and Attention to Detail. | Hard working, arranged, responsible | Ability to learn quickly and communicate with others

● **HONOURS AND AWARDS**

2019
Scholarship – Iqra University

2021
Scholarship – Iqra University

2022
Scholarship – Iqra University

● **HOBBIES AND INTERESTS**

Learning New Languages

Star Gazing

Jogging

Reading Books
