

AWAIS MUSTAFA



Contact

Address:

House No# 12 Street No. 2 New
Westrige Colony Misrial Road
Rawalpindi

Phone:

+923061291783

Email:

Munawarg052@gmail.com

Languages

English
Urdu
Punjabi

Personal Details

CNIC: 31101-5501371-1

D.O.B: 05-10-2003

Domicile: Punjab Bahawalnagar

Gender: Male

Status: Unmarried

Religious: Islam

Summary

To work in dynamic organization, proving me opportunity to prove my Skills and abilities and giving chances to learn grow and groom professionally.

Skills

- Admin Work
- MS Excel
- MS Office
- Innovative

Experience

Office Assistant (2 Years)

Frontier Group of Services

- Maintain Office Record
- Customer Dealing
- Achievement Given Target
- Maintain Entry Register
- Purchasing Matters

Telephone Operator (6 Months)

Governor House Rawalpindi

- Record Keeping
- Telephone Operator Work
- Maintain Office Management Record
- Data Entry in MS Office (Excel & Word)

Education

Associate Degree in Mass Comm: 2025

Allama Iqbal Open University Islamabad

Intermediate: 2020

Allama Iqbal Open University Islamabad

Matriculation: 2018

BISE Sahiwal

Certifications

3 Months Certificate in MS Office: 2023

E-Hunar Punjab