

MUHAMMAD TAHIR

Personal:

Date of Birth: 31st Jan 1985
CNIC No: 37405-3629407-9
Nationality: Pakistani
Gender: Male
Religion: Islam
Marital Status: Married
Domiciles: Punjab (Rawalpindi)
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Misrial Road, Dhoke Syedin, Rawalpindi

Education:

- | | | | |
|------------------------|--------------|-------------|-------------|
| • <u>Graduation</u> | (Humanities) | AIOU | <u>2013</u> |
| • <u>Intermediate</u> | (Humanities) | AIOU | <u>2011</u> |
| • <u>Matriculation</u> | (Science) | B.I.S.E Rwp | <u>2002</u> |

Additional Qualification:

- Computer Hardware Course from Fauji Foundation Technical Training Centre.
(*MS Office, Computer Fundamental, Basic Electronic, Digital Electronic, Computer Architecture, Network Techniques*)
- Auto Cad course form Horizon Academy Tench Bhatta Rawalpindi.
- Short hand course form Horizon Academy Tench Bhatta Rawalpindi.

Experience:

- Worked at **Head Office CSD Rawalpindi** as Associate (*Computer Operator Record Keeping and Correspondence Working*). Part of **Ministry of Defence 'Under QMG, GHQ Rwp'**. (May 2008 to May 2021)
- Worked at **Pak Arabian Inter-links** (Pvt) Ltd. Rawalpindi as a *Computer Operator*. (July 2007 to May 2008) Part Time
- Worked at **Rajgan Exchange Co-B** (Pvt) Ltd. (July 2007 to May 2008)

- Urdu, English, Punjabi.

Languages:

Other Skills:

- Well versed in Windows and & Dos based Programs.
- E-mail, Internet
- Easily operate Windows 98, 2000, XP.
- Having capability of using any computerized system.
- Typing Speed 40+ WPM
- Capability of PC trouble shooting, Formatting, Internet surfing & software Installation.