



CONTACT



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House No ZB 2974,
Street No 1, Muhallah Azeem
Abad, Dhoke Hassu,
Rawalpindi



PERSONAL INFORMATION

Father Name : Raja Muhammad Saeed

Date of Birth : 22-10-2004

Religion : Islam

Nationality : Pakistani

Marital Status : Single



TECHNICAL SKILLS

- MS Office 2016
(Word, Excel, PowerPoint)
- Data Entry &
Record Management
- CCTV Installation
- Printer Issue Resolved
- Troubleshooting
- IT Support



LANGUAGES

- Urdu
- English

RAJA MUHAMMAD ZARYAB

DAE (ICT) | IT SUPPORT | DATA ENTRY OPERATOR



OBJECTIVE

To secure a challenging position in a reputable organization where I can utilize my technical and IT skills, gain experience, and contribute to organizational success.



EDUCATION

- DAE (Diploma of Associate Engineering) in Information and Communication Technology (ICT)**

Construction Technology Training Institute (CTTI), Islamabad
September 2022 – August 2025

TOTAL MARKS	OBTAINED MARKS	PERCENTAGE
3550	2506	70.59%

- Matriculation (Computer Science)**

Government New Islamia Model High School,
Dhoke Hassu, Carriage Factory, Rawalpindi
July 2020 – August 2022

TOTAL MARKS	OBTAINED MARKS	PERCENTAGE
1100	751	68.27%



EXPERIENCE

- D-Watson Chemist – Audit Department (6 Months)**
 - Performed audit tasks and record checking
 - Maintained accuracy in reports and documentation
- D-Watson Chemist – IT Support (6 Months)**
 - Provided basic IT support and troubleshooting
 - Assisted in system maintenance and issue resolution
- Data Entry Operator – D-Watson Chemist (6 Months)**
 - Accurate data entry and record management
 - Maintained database efficiently



REFERENCES

Will be provided on demand.