

MUHAMMAD ISMAIL

ADMINISTRATIVE ASSISTANT

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A p/o Sarai Salah Lora
chok Haripur

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@gmail.com

OBJECTIVE

Motivated and dedicated student of Public Administration and Governance with hands on internship in TMA and DC office. Skilled in office administration, data entry and public communication. Seeking challenges career progressive organization that provides an opportunity to utilize my technical skills and abilities in the field of new development.

ACADEMIC QUALIFICATION

Matriculation: Jinnah Islamia Public School Lora Chok Haripur
• **MARKS:** 776/1100 2017-2019

FS.C: Jinnah Jam-e-School and college Haripur
• **MARKS:** 630/1100 2019-2021

BS PA&G: University of Haripur
• **CGPA:** 2.80/4.00 2021-2025

EXPERIENCE

Internship in Tehsil Municipal Administration Haripur

01/08/2024 - 30/09/2024

- Record Maintaining
- Problem Solving
- Data Entry

CERTIFICATES:

- DIT- Diploma Information Technology
- Appreciation Certificates from College

LANGUAGES

- Urdu(Native or bilingual proficiency)
- English(Professional working proficiency)

PERSONAL INFORMATION

Father Name: Muhammad Hanif
CNIC: 13302-9766470-7
Date of birth: 26-03-2003
Religion: Islam
Domicile: Haripur
Nationality: Pakistani

SKILLS

- COMMUNICATION SKILLS
- MS OFFICE
- PUBLIC DEALING
- TEAM COLLABORATION