



Muhammad Aafaq

+971564408238

Muhammadaafaq01@gmail.com

POST APPLIED FOR:- ASSISTANT

Objective. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure.

Education

- **Matric**
Grade C
Board of Intermediate & Secondary Education, Rawalpindi 2016
- **Intermediate**
Grade C
Board of Intermediate & Secondary Education, Rawalpindi 2021

Experience

01/02/2021 to 28/11/2023

Administration (HR Assistant)

DIAMOND GROUP OF INDUSTRIES (PVT) LTD, Mirpur, AJK, Pakistan

- **Punctuality:** Being consistently on time for appointments and meetings.
- **Time Management:** Skill in prioritizing tasks and ensuring that everyone adheres to schedules and timelines
- **Data Entry :** Proficiency in data entry software E-Business Suite (EBS).
- **Technical Proficiency:** Familiarity with time-tracking software and device, as well as the ability to troubleshoot any technical issues that may arise.
- **HR Software Proficiency:** Proficiency in HR software Enterprise resource planning (ERP).

Certification & Training

- **Basic Computer Course (3 Month)**

Viser College and institute Sohawa, Jhelum, Pakistan

- **Auto CAD (6 Months)**

Government technical training institute Gujer Khan, Rawalpindi, Pakistan

- **Civil Surveyor (6 Months)**

National Logistic Cell (NLC) Dina, Jhelum Pakistan

Details

Father Name: - Muhammad Ashfaq

Date of Birth: - 19 Dec 1999

Passport No: - AD1565311

Visa status: - Visit

Visa Expiry: - 20 January 2024

Address: - Muwailah, Sharjah, UAE

Skills

- Communication skills
- Teamwork and collaboration
- Problem-solving
- Leadership
- Time management
- Creativity
- MS Office

Language

English: Listening, Reading, Writing

Urdu: National Language

Punjabi: Native Language

Hobbies

- Internet Browsing
- Reading
- Cooking

Reference

- Will be furnish on demand