

# MUHAMMAD SHAFIQ

## Computer Operator

**Address** Abu Dhabi UAE

**Phone** +971 (0) 56 957 4975

**E-mail** khanshafiq696@gmail.com

Dedicated Customer Service professional with a strong background in service delivery and proven multitasking abilities. Committed to fostering and maintaining professional relationships to enhance profitability and drive business results.

Experienced Cashier with a focus on high-end retail operations. Possesses a professional and friendly demeanor, complemented by remarkable customer service and sales abilities.

## Skills

Data Entry	●●●●●
System Administration	●●●●●
Photoshop	●●●●●
Excel	●●●●●
Power Point	●●●●●
MS Word	●●●●●
Cashier	●●●●●
Customer Service	●●●●●

## Work History

2017-11 - 2019-02

### Computer Operator

*Ibn-e-Zubair School And College Jowar Buner*

- Generated reports covering details about data, system operation, and error monitoring.
- Maintained spreadsheets of data across multiple systems.
- Retrieved information and performed data entry using appropriate computer programs.

## Education

### Bachelor of Computer Science

*Abdul Wall Khan University - Mardan*

### Higher Secondary Certificate (H.S.C)-Pre-Engineer

*Govt. Degree College - Daggar Buner*

### Secondary School Certificate (S.S.C)-Science

*Ibn E Zubair Public School - Jowar Buner*

## Personal Information

- **Father Name:** Jamshid
- **NIC:** 15101-5691727-3
- **Gender:** Male
- **Marital Status:** single
- **Permanent Address:** Village:katkala, P/O: Jower, Tehsil: Daggar, District:Buner, KPK
- **DOB:** March 13, 1995
- **Nationality:** Pakistan
- **Religion:** Muslim
- **Passport No:** FE5187271