

CURRICULUM VITAE

Adnan Khan Muhammed Murad

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OBJECTIVE

To be involved in companies that will further enhance my skills and knowledge to become an effective member of the company and contribute to its success and development.

PERSONAL DETAILS

Name	:	Adnan
Father Name	:	Mohd Murad
N.I.C. NO:	:	42301-3746664-53
Date of Birth	:	22/09/1997
Religion	:	Islam
Gender	:	Male
Marital Status	:	Single
Domicile & PRC	:	Karachi (South)

QUALIFICATION:

- .S.S.C. from Karachi Board

COMPUTER SKILLS:

C.I.T at NOOR College of Professional Education.

- I can fully manage administration windows operating system.
- (XP, Vista, Window 7,8) installing and repairing of all operating system.
- MS Office (MS Word, MS Excel, MS Power Point)
- Full knowledge of Internet, Email, MS Office.
- Practical expertise on computer Hardware / Software and Repairing., Maintenance, Trouble shooting and documentation working.

EXPERIENCE:

- 4 years' experience in Car Services in Akbar Motor Workshop

PERSONEL TRAINTS:

- Motivated and result oriented person
- Capable of meeting deadlines
- Strong interpersonal skills
- Quick Learner
- Punctual and Honest

LANGUAGES KNOWN:

- English Speaking and Writing
- Urdu Speaking and Writing
- Balochi Speaking and Writing.

DECLARATION

I hereby declare that the Particulars given above are true and correct to the best of my knowledge and belief.