



Address:
UAE (Dubai)

Visa Status:
Employment Visa

WhatsApp:
+971558713509

Computer Skills:

MS Word
MS Excel
MS Power Point
MS Outlook
MS Access
MS Project
MS Publisher
File Maker
Windows

Personal Skills:

Inner Control
Risk Taker
Innovative
Change Oriented
Creative Mind

Language:

English
(Good)
Urdu
(Mother Language)
Arabic
(Average)

MUHAMMAD ASIF

📍 PAKISTAN 📞 +971558713509 ✉ asifmughalm09@gmail.com

Targeting Office Management Opportunities

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. Highly organized, efficient and skilled in a variety of office support tasks, including:

- Office Organization & Administration
- Records & Database Management
- Telephone & Front Office Reception
- Spreadsheets & Reports
- Meeting & Event Planning
- Filing & Data Entry

Experience

DATA ENTRY OPERATOR

Imperium Mall Lahore Pakistan.
2019-2020

Compiling and sorting data.
FACT-CHECKING ARTICLES AND MANUSCRIPTS
REVIEWING DATA FOR INCOMPLETE OR INCONSISTENT INFORMATION,
ENTERING RAW DATA INTO A SPREADSHEET, DOCUMENT OR DATABASE,
MERGING FILES TO UPDATE OUTDATED OR INCOMPLETE DATA.

CASH OFFICER

The Bank Of Punjab, Pakistan.
2021-2022

I am Part of the Retail Banking group in Branch Banking where I am responsible for various operations responsibilities. Cash Handling, Customer Dealing,

GENERAL BANKING OFFICER

The Bank Of Punjab, Pakistan.
2022-2023

I am Part of the Retail Banking group in Branch Banking where I am responsible for various operations responsibilities. Salaries posting, PO & CDR, Cheque Transfer, Record Maintains.

Education

BS HON's (Mathematics), Session 2014-18.
University of Education Lahore (Vehari Campus), Pakistan .

Intermediate F.Sc. (Pre-Medical), Session 2011-13.
Comprehensive College Jahania Multan, Pakistan .

Matriculation (Science), Session 2009-11.
Govt. Islamia Higher Secondary School Garha More Multan, Pakistan.

Personal Information

Father's Name : Muhammad Tariq Khan
Date of Birth : 05-01-1996
Nationality : Pakistani
Marital Status : Single

I declare you that above mentioned information are genuine and true as per my knowledg.
MUHAMMAD ASIF