



ABOUT ME

To seek excellence in work, growth in career and be associated with an organization offering a responsible position. A Position where I can utilize my active experience and skills for delivering promising work. I would like to offer my expertise for performing in your well-developed organization.

SKILL

Job-Related Skills

Software Skills

MS Office

AutoCAD

LANGUAGE



English



Arabic



Urdu

AWARD



Shahadat Hifzul Quran Majeed
(Mar 2000 - Nov 2001)

Madrasa Tajveed ul Quran Hanafia
(Regd) Muzaffarabad, Pakistan

ZOHAIB ASGHAR.

DATA ENTRY CLERK

CONTACT

+92-346-0267417

zohaib986.kiyani@gmail.com

Center Plate Fort Road
Muzaffarabad Azad Kashmir

27-03-1988

EXPERIENCE

DATA ENTRY CLERK

Jun 2017- Present

Azad Jammu and Kashmir Election Commission

RESPONSIBILITIES

- Proactive and creative in problem-solving.
- MS Word: Excellent skills in editing typing and maintaining documents.
- PowerPoint Presentations: Extraordinary skills in creating PowerPoint presentations. Excellent presentation skills.
- Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on a daily basis. NTS/Tasks

VOLUNTEER EXPERIENCE

VOLUNTEER

Jul 2011 - Jan 2012

Vocational Training Institute of IT Muzaffarabad, Pakistan

EDUCATION

BACHELOR OF COMMERCE (B.COM)

2011

University of Azad Jammu and Kashmir Muzaffarabad

FSC (PRE-ENGINEERING)

2008

AJK Mirpur Board, Pakistan

MATRIC (SCIENCE)

2006

AJK Mirpur Board, Pakistan

CERTIFICATES

COMPUTER DIPLOMA

Oct 2012 - Apr 2013

MOON CREATIONS SCHOOL OF IT MUZAFFARABAD

ORGANIZATIONAL SKILLS

- Leadership
- Good team-leading skills
- Microsoft Office
- Basic Computer Concepts

HOBBIES & INTERESTS

- Playing Football p
- Good team-leading skills
- Microsoft Office
- Basic Computer Concepts

REFERENCE

Reference will be provided on demand

DIGITAL SKILLS

Able to multi-task effectively. Excellent interpersonal communication skills in both team-oriented and leadership roles. Flexible with a high degree of adaptability to all situations. Proactive and creative in problem-solving. MS Word: Excellent skills in editing, typing, and maintaining documents. PowerPoint Presentations: Extraordinary skills in creating PowerPoint presentations. Excellent presentation skills. Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on a daily basis.

STRENGTH

Adaptable, conscientious, and ambitious, and can acquire new skills quickly. Enjoy working at the frontier of high technology areas where my educational qualification and professional skills can be best utilized in a challenging environment.