

HUSNAIN MUAVIA

S/O Muhammad Imtiaz

Address:

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NIC No:

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Objective

To use my skills and potential to assist an organization in achieving its goals by selecting long term career with optimum growth. This objective would be supported by my qualification.

Summary

Working with MS-Office having skills in designing and formatting the templates using Word, Power-point. Good experience of Creating and using templates, Sharing and protecting documents, tracking changes, Creating labels, Formatting tables, Formatting documents and other free hand exercises. The Excel experience includes Pivot tables and pivot charts, Formulas, Group data, Functions, Data validation.

Skill Highlights

MS-word Skills

- Page setup
- Comparing and merging documents
- Creating forms using fields and advanced tools
- Creating and using templates
- Sharing and protecting documents
- Tracking changes
- Creating labels
- Formatting tables
- Formatting documents

Microsoft Excel

- Creating spreadsheets
- Creating tables
- Macros
- Pivot tables and pivot charts
- Formulas

- Group data
- Functions
- Data validation

Microsoft PowerPoint

- Creating presentations
- Creating and formatting templates
- Creating interactive slideshows
- Inserting hyperlinks
- Inserting and formatting media
- Linking and embedding video

Experience

Having 5 year overall experience of teaching and having good experience of hard working and patience. Also have a good experience of working with MS-Office and using some programming languages like C++, SQL using MS-Access, and Visual Basic.

Education

Qualification	Year of Passing	Marks/Total marks	Board/Institute
SSC	2015	739/1100	BISE Rawalpindi
HSSC	2017	602/1100	BISE Rawalpindi
BSc	2019	455/800	University of Punjab
MSc	2021	2.8/4 CGPA	Riphah University (RW)

Languages

- Urdu
- Punjabi
- English

Hobbies

- Playing Cricket
- Listen to Quran
- Travelling and Tours
- Study and Research