



Muhammad Ishaq

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✉ Hor Al Anz Deira Dubai, Dubai, UAE

About Me

Seeking a challenging career in an esteemed organization where my talents can utilize for the growth of the company as well as self in an environment where team player role is significant and to be best be considered as an asset by employer. Learn, gain and implement.

Personal Profile

Name : Muhammad Ishaq
Father Name : Speen Badshah
Nationality : Pakistan
Date of Birth : 12/01/1991
Gender : Male
Marital Status : Married.
Passport No : KX1840583
Date of issue : 01/06/2023
Expiry date : 30/05/2028
Emirates ID : Valid ID
Visa : Own Visa (2 Years)

Hard Skill

- Web Designing
- (HTML, CSS & BOOTSTRAP)
- Adobe Photoshop
- MS Office (Word, Excel, PowerPoint)
- Typing speed 30 words/mint

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Confident & self-motivated. Capable of adapting quickly tonew environments.
- Good communication

Language

- English 80%
- Urdu 100%
- Hindi 90%
- Pashto 100%

Professional Experience

Six-year experience work in **Overseas Pakistani Foundation** as Assistant Account Clerk on the post of Lab-Assistant. 2017-2023

Key responsibilities:

- Preparing reports (fee statement, evaluation report, recoupment of vouchers, profit and loss report) composing letters
- Sending & Receiving of letters (pay bill, etc.)
- Communicate with head office and routine customer.
- Solve technical problems of computer lab. Attend events in head office.
- Preparing membership cards.
- Use of organization software for following task. (Registration, generate payment voucher, Paid marking etc.)

Education Background

- Islamia College University
Bachelor in Science - Computer Science
Completed in 2015
Project Name: Final year project was ISWA which is social connection Website.
- Peshawar Model Degree College
Intermediate: Pre-engineering
BISE Peshawar Obtained
Marks: 68.7%
Completed in 2011
- The Wisdom Institute of Science & Technology
Matriculation: Science
BISE Kohat
Obtained Marks: 78%
Completed in 2012

Hobbies

- Reading Books and Newspapers Travelling
- Taking Tea
- get to gathers

Events

- Participated in Speed Programming event during CUTE-14 (City University Emerging Technologies Competition) held on 29 November, 2014 at city university Peshawar.
- Participated in Web Development event during ICUTE-15 (Islamia College University Emerging Technologies Competition) held on 30 December, 2015 at Islamia College University Peshawar.

Declaration

I hereby declare that all the information given above is true and correct to the best of my knowledge and belief.

Achievements

2015

2nd position certificate in Web Development event during ICUTE-15 (Islamia College University Emerging Technologies Competition).

Certifications

- Certificate of Web Programming from AS WEBDEVELOPERS from 10/10/2014 to 25/11/2014.
- Certificate of Basic JAVA from IT ALROUNDERs from 01/12/2014 to 23/02/2015.
- Certificate of Content Management System Overseas Pakistani Foundation website.