

MUHAMMAD WAQAS TELECOM TECNICIAN DATA ENTRY OPERATOR

Fujairah UAE
 +971543791066
 wk49717@gmail.com

ABOUT ME

I am a hard-working, methodical and driven individual with more than three years of experience in the Data Entry field and with the ability to input and manage data accurately, with great speed and in high volumes. I am able to demonstrate effective communication and organisational skills; work on my own initiative, both independently and within a team. I have the excellent ability to organise and prioritise my workload to achieve set goals and deadlines in the most efficient manner.

PERSONAL DETAILS

Father Name Muhammad Shafiq

Date of birth 10/ 10/ 1998

Gender Male

Nationality Pakistani

LANGUAGES

ENGLISH

URDU / HINDI

PUSHTO

WORK EXPERIENCE

Data entry operator & Tecnician

2020 to Present

AL JAZEERA FABRICS & FURNITURE LLC

- Being the first point of contact for data-related Queries Dealing with customers and clients via email and telephone
- Manual entering and verification of customer records and orders
- Assisting with the investigation and rectification of system errors
- Data input and manipulation in Excel spreadsheets and Access databases
- Ensuring the Data Protection Act is adhered to at all times
- Ensuring the safety and security of the company's data systems
- Occasionally carrying out various administration tasks (filing, printing, etc.)
- One yesr experience in national data base and registration authority (NADRA) as a junior
- · exective in NSER project
- Two year experience and telecom technician
- One month internship in tripple play installation
 TPI from PTCL Hayat abad peshawar

EDUCATION

University of Peshawar

(BSC) Computer Science

Board Of Technical Education Peshawar

(DAE) Telecommunication

SKILLS

Microsoft Office (Word, Excel, Powerpoint, Access) Photo Editor (Merging, Back Ground Changing, Etc) Internet (Email, Online Advertising, Search Engines) Designing (Broachers, Flex, PVC Cards, Others) Marketing(Presentation, Sales, Communication skills)



University of Peshawar Pakistan

This certifies that

Muhammad Waqas son of Muhammad Shafiq

having fulfilled all the requirements is hereby admitted to the degree of

Bachelor of Science

and is entitled to all the rights, honours and privileges thereunto appertaining.

Given this 31st day of December, 2020.

Roll No: 36128

Session: Annual 2020

Reg. No: 2018-MP-4485

AFOREST OF RESULTING

182966

Registrar

Vice Chancellor



This is a certificate awarded to

MUHAMMAD WAQAS

on successfully completing

Managing Safely

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

ACME Institute of Safety Professionals
Approved Centre: 3278

Signed on behalf of IOSH

iosh

Vanessa Harvard-Wiels

Course Organise

7 December 2021

Cert No. MS326618

Polargeon of the configuration does not confer excorption from periodical graphs strong with Lieutro membership of IOSH

Roll No. _____140943

Serial No. 321007

Maard of Intermediate and Secondary Education

REVISED





Secondary School Certificate Examination

(SCIENCE GROUP)

SESSION 2015-ANNUAL

Certified that	Muhammad Waqas	Son of	Muhammad Shafiq
Student of Warsak Public School & College Garhi Sherdad Peshawar			
has qualified for a	award of Secondary School Certifi	tion held in March, 2015	

as a Regular student. He obtained 843 marks out of 1100 and has been placed in Grade

e A

Representing Excellent . The Candidate passed in the following subjects:

- 1. Urdu
- 3. English
- 5. Chemistry
- 7. Biology

- 2 Maths
- 4. Pakistan Studies
- 6. Islamiyat (comp)
- 8. Physics

His date of birth according to Admission Form is 10 October,1998

Issued in lieu of OC # 9851 (Annual 2015)

This certificate is issued without alteration or erasure.

Secretary

Asstt. Secretary



PESHAWAR (PAKISTAN)

PESHAWAR (PAKISTAN)

DIPLOMA OF ASSOCIATE ENGINEER Tele Communication Technology

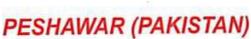
Annual

2018

	Session
Certified that Mr/Miss	MUHAMMAD WAQAS
Son/Daughter of	MUHAMMAD SHAFIQ
Registration No.	GTI/EKD/TC/15-56752
g	GOVERNMENT TECHNICAL INSTITUTE EKKA GHUND
Ž()	of Associate Engineer TELE COMMUNICATION TECHNOLOGY
Examination held by the G April 2018	Khyber Pakhtunkhwa Board of Technical Education, Peshawar in the month
He/She secured _ GradeA	2529 Marks out of 3350 and has been placed in
	In recognition thereof, this Diploma of Associate Engineer
is awarded to him/her at	Peshawar on the15Th day ofJanuary 2019

111372







DIPLOMA IN INFORMATION TECHNOLOGY

	Session Znd Term 2019		
	This is to certify that		
Mr/Miss.	MUHAMMAD WAQAS		
Son Daughter of			
Registration No.			
d	GOVERNMENT TECHNICAL INSTITUTE EKKA GHUND		
has satisfactorily co	impleted the one year duration Information Technology course tilted " Diploma in		
	logy" and passed the Examination held by the Khyber Pakhtunkhwa Board of a, peshawar, in the month ofAugust 2019		
He/She secu	red1046 Marks out of 1400 and has been placed in		
CiradeA	A TON BOARD OF SO		
In recognition the	reof, this Diploma In Information Technology is awarded to him/her at Peshawar.		
	on the 17Th day of August 2020		



PESHAWAR (PAKISTAN)



DIPLOMA IN INFORMATION TECHNOLOGY

	Session 2nd Term 2019		
	This is to certify that		
Mr/Miss.	MUHAMMAD WAQAS		
Son Daughter of	MUHAMMAD SHAFEEQ		
Registration No.	GTI/EKD/DITR/Ist-18/M-11416		
d	GOVERNMENT TECHNICAL INSTITUTE EKKA GHUND		
has satisfactorily co	impleted the one year duration Information Technology course tilted " Diploma in		
Information Techno	logy" and passed the Examination held by the Khyber Pakhtunkhwa Board of		
Technical Education	n, peshawar, in the month of August 2019		
He She secu	red 1046 Marks out of 1400 and has been placed in		
Cirade A	IN TOURS OF THE PROPERTY OF TH		

In recognition thereof, this Diploma In Information Technology is awarded to him/her at Peshawar,

August 2020 on the 17Th day of



This is to certify that

Muhammad Waqas

has successfully completed

Level 3 Award in Environmental Management

a course approved and validated by the

Aosh Awarding Body United Kingdom

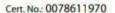
in association with

Advanced Academy Of Safety & Health

Course Provider

Chief Executive

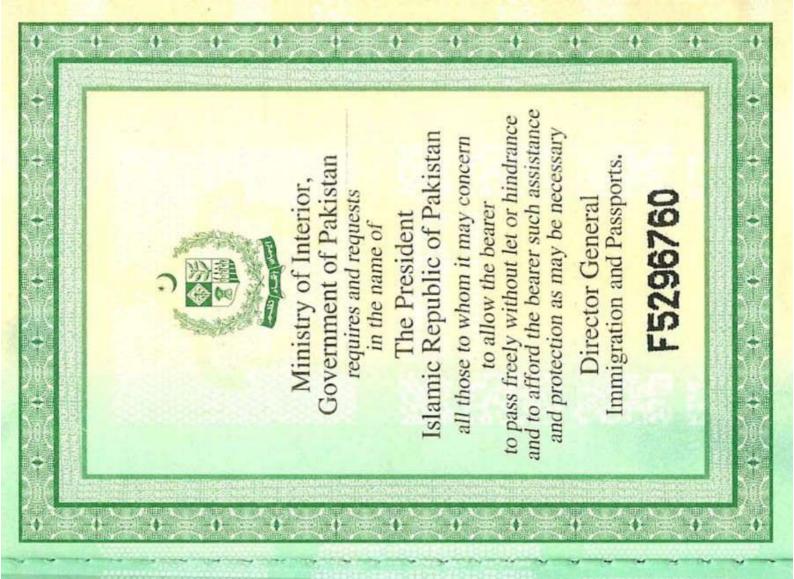








Date: 27 Dec 2021





PASSPORT



P Country Code PAK WAQAS

MUHAMMAD

PAKISTANI

10 OCT 1998

Sex MOHMAND, PAK

SHAFIQ, MUHAMMAD

02 APR 2019
Date of Empty
31 MAR 2024

CQ6312741

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