



Muhammad Waqas

mwaqasqureshi1987@gmail.com | +971 50 933 5693 | WhatsApp:+92 313 5711 646 Al Khail Gate
Phase 2 Building no 1-3 Dubai

To obtain a leading Officer/Business Development position in a renowned organization .
I am seeking a competitive challenging and a friendly environment where I can serve an
organization well along with enhancing my knowledge, gaining experience and establishing
an enjoyable career for myself.

Willing to relocate: Anywhere

Work Experience

Data Entry Operator

Cantonment Board Mardan - Mardan kpk Pakistan
May 2021 to December 2023

3years working as a data entry operator in CB CARE /IT Branch CB Mardan

Retail Sales Representative

Frito-Lay - Mardan

November 2014 to October 2015

2years and 9 Months Work as a Accountant and Composer

Zaki Packages - Mardan

August 2011 to April 2014

2Months Internship

FAYSAL Bank Barkat Islamic Banking - Mardan KPK
Pakistan

June 2011 to June 2011

Accountant

Al-shams Digital Color Lab & Photo Studio.

January 2008 to December 2010

Computer Operator

Inam Printing Press

February 2005 to April 2006

- 2year Working as a Graphic Designer and also Assistant

Education

MBA in Human Resource Management
Abdul Wali Khan university Mardan KPK
Pakistan - Mardan
2009 to 2011

B.Com in Commerce
Govt College Of Management Sciences
Mardan - Mardan, Mardan, PK
2009

The Government High School No.1 Bicket
Gunj Mardan - Mardan, Mardan, P

Skills

- Designing (In page, Corel Draw 9.0) (4 years)
- Internet (4 years)
- Adobe Photo Shop 7.0 (4 years)
- 40 WPM (English) (4 years)
- 40 WPM (Urdu) (4 years)
- Installation of Windows 10 (5 years)
- Windows 2000
- Windows Xp
- Typing (5 years)
- Data entry (4 years)

Certifications and Licenses

Computer long course

February 2003 to August 2003

- 06 months computer course
- Ms office
- Ms Dos
- Installation
- Hardware software installation

Computer short course

August 2002 to September 2002

- 03 months short course
- Ms office
- Hardware software installation

Computer literacy program

2010 to 2010

- Peachtree (computer based\accounting)
- Ms office

Social work certificate

2006 to 2007

During in college session I get a social work certificate in
which we found illiterate persons and arrange basics
education classes to them.

Additional Information

- I am having 6 years driving experience in Pakistan.
- Visa Status: Work Visa