

Curriculum Vitae

Haseeb Ahmad

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Address: House no 300, Street 4B, Sector 01 Al Noor Colony Khanna Pull, Rawalpindi.

OBJECTIVE:

To utilize my potential and abilities for achieving excellence and to become a part of prestigious organization.

Seeking a position that would provide me opportunities for growth in a dynamic and stable workplace.

PERSONAL DETAILS:

Date of Birth : 23 December 1999
Marital status : Single
Nationality : Pakistani
Availability : Immediate
Passport # : NA1174711

SALIENT PERSONAL:

Working as a Technical Assistant in **Shaheen computers**.

Skills. Excellent Administration skills, Answering and resolving queries accurately, in a courteous and confident manner.

Quick Learner, Self-motivated, Hard Working, Honest, Team Player.

EXPERIENCE:

- **Mechanical Fitter at Mech-Civ Construction Services Lahore, Pakistan
(October 2017- February 2020)**
- **Data Entry Operator at Sisko Technical Services Islamabad
(March 2020- August 2021)**
- **Record Keeper at AA Exchange Company Pvt. Ltd Islamabad, Pakistan
(September 2021 – September 2023)**
- **Technical Assistant at Shaheen Computers Rawalpindi**
 - 1. Toner Refilling
 - 2. Printer Installation
 - 3. HP Printer Repairing**(October 2023 – Till Present)**

EDUCATION:

Program	Institute/Bise	Year	Division/Grade
Matriculation In Science	Bise Lahore	2016-2017	2 nd Division

CERTIFICATIONS AND AWARDS:

- **AutoCAD (2D) 3 Month Short Course**
In Grace College of Computer Science and technology Lahore

Personals Skills:

- ✓ Data Entry
- ✓ Attentive
- ✓ Photo Editing and Photo shoot
- ✓ Video Editing
- ✓ Team Player
- ✓ Warehouse Management
- ✓ Time Management
- ✓ Inventory coordination
- ✓ Typing Master
(English, Urdu)

Computer Skills:

- ✓ Window Installation
- ✓ Software Installation
- ✓ Microsoft Office
- ✓ Data Entry

Reference:

- ✓ **Available Upon Request**