

TAUHEED ULLAH cv

Professional Summary

Dynamic professional with **Graduation Degree**
I have Experience as a Computer. Proficient in English, Urdu and Pashto, with
Strong computer skills in email Writing, data entry, Ms word, Ms excel, and PowerPoint Presentations. Graphic designing, Autocad 2,3d Auto Cad Civil 3d , Strong typing Accounting

Computer Skills

- ❖ Accounting Peachtree
- ❖ SAP, Sages
- ❖ Tally ERP
- ❖ Quickbook
- ❖ Emails Writing
- ❖ Data Entry
- ❖ Ms Office (Word,Excel,Access)
- ❖ Powerpoint Presentation
- ❖ Typing&Shorthand (40/80 wpm) (Urdu,English,Arabic)
- ❖ Autocad 2d 3d
- ❖ Autocad Civil 3d
- ❖ Graphic Designing (Banner,logo service card, social media banner)
- ❖ Video Editing
- ❖ Internet Browsing
- ❖ Team Management
- ❖ Window& software installation
- ❖ Computer **DIT (1 Year Diploma)**
- ❖ Computer **IT(6 months Course)**

- **Contact No:**
+966 573358953
- **Email ID**
Tauhidalone222@gmail.com
- **Current Address#**
Saudia Arabia , Riyadh (KSA)

Experience

- ❖ 2 Year's experience as a **computer operator** in gulf company
- ❖ 2 Year's experience as a **DIT Teaching**
- ❖ 3 Year's experience as a **Graphic Designer**
- ❖ 2 Year's experience as a **Data entry operator excel**
- ❖ 2 Years experience as a **Trainer** in many organization
- ❖ 1 Year experience as a **Computer Accounting** in Govt department

Education (attested (Board, IBCC ,Foreign office)

Graduation

Alama Iqbal university islamabad
2014

HSSC

Govt Post Graduate College Nowshera

2011

SSC

2009

Govt High School Azakhel payan

DIT

Board of technical education Peshawar

2019

Languages

(Read , write , speak)

- ❖ English
- ❖ Urdu
- ❖ Pashto

Passport Details

- ❖ Passport No: **SV2749511**
- ❖ Passport exp date: **31-JUL-2033**
- ❖ Iqama No: **2612402129**
- ❖ Exp Date: **20-10-2026**

Personal skills

- ❖ Strong communication
- ❖ Time management
- ❖ Problem solving
- ❖ Team work
- ❖ Ability to work Pressure
- ❖ Attention to details