

# RESUMEE

## Muhammad Asad Butt

Contact no :0092 3005424511

Email: [muhammad.asadgrt@gmail.com](mailto:muhammad.asadgrt@gmail.com)

Address: Mohalla Sattar Pura Kharian City



### OBJECTIVE

Seeking a position that will take full advantage of my education and I always look forward and to satisfy other with my behavior and work and interpersonal skills and always searching the opportunity for the increasing levels of responsibility and professional growth and serve truly the organization I am in and work with full devotion till my last breath.

### EXPERIENCE

- 4 Year work experience as a Desktop Operator (Online Visa Form Filing, NADRA E-Sahulat, Translation Documents, Embassy/VFS Appointments Booking, Printing and Scanning) from 2018 to 2021 at Malik Computer & Mobile.

### PERSONAL PROFILE

Father's Name	:	Muhammad Aslam Butt
Date of Birth	:	19 <sup>th</sup> Dec 1999
NIC	:	34202-6701969-9
Domicile	:	Gujrat
Nationality	:	Pakistani
Religion	:	Islam
Marital Status	:	Single

### EDUCATION

- **Matriculation (Science) – 2015/2016**  
BISE Gujranwala
- **DAE Diploma – 2016/2018**  
Lahore Board
- **BA (Arts) – 2019/2021**  
Allam Iqbal Open University

### Major Strength & SKILLS

- My Self Confidence, Strong organizational & interpersonal skills enforce me to be result oriented and job focused with the ability to maintain healthy relationship with parents.
- Excellent attendance record, punctual and completing tasks in a timely manner.
- MS Office (Word, Excel, PowerPoint)
- Corel Draw
- Inpage
- Adobe Photoshop

### LANGUAGES

- ENGLISH
- URDU
- PUNJABI

### REFERENCE

- Will be Furnished Upon Request

