



# SHARJEEL AHMAD

COMPUTER OPERATER

## ABOUT ME

I am a flexible and experienced insurance administrator with excellent time management skills. I am a good communicator with proven interpersonal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled in dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.



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Village / PO ; Mohib Banda,  
Teshil;Pabbi . District  
Nowshera Pakistan

## Language

- English
- Urdu (basic)
- Pashto (basic)

## Expertise

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

## Experience

- DIT  
Govt. college of Managment science  
Jalozai Nowshera  
2023
- Ms - Office;  
Two years Experience in Ms Office
- Five Months Experience in Motor Car Driving
- One Year Experience ; in Counter Person Management
- All Document Attested From  
United Arab Emirates ;  
Emabbasy
- Eight Months ; Experience in Cashier Person Job
- 2 Years Of Experience In Security Guard

## Education

### FSC Computer Science

Bise Mardan  
2023

### Matric Science

Bise Mardan  
2021

### Diploma In Information Technology

Bise Peshawar  
2023

## Skills Summary

Design Process  78 %

Project Management  81 %