

CURRICULUM VITAE



MUHAMMAD

Computer Operator & Data Entry

Management & Store Keeper

P.R.O & Personal Driver

Graphic Designer

Abu Dhabi, UAE

amood.noor90@gmail.com

+97155-8221254
+97156-2892313

ABOUT ME

I am a professional, ambitious and highly skilled Computer Operator able to use a wide range of technical equipment, including professional Softwares. I have extensive experience working in a Different Companies and projects, now I'm looking for new oppurnity to grow my Skills with another peoples and in new enviornment to get more exprience.Thank You

PERSONAL INFO

Father's Names : **Noor Jan**

Date of birth: **14/Mar/1992**

National Status: **Pakistani**

Marital Status: **Married**

Emirates ID #: **784-1992-1396254-3**

Passport #: **ES0154054**

SKILLS

Computer Operating, Office Assistant, Hospitality,P.R.O & Driver,Management, Team Worker, Graphic Designing, Documents Controller, Data Entry, MS Office,Typing 30 wpm, Adobe, Wordpress,General Helper,

LANGUAGES

ARABIC	●	●	●	●	●	●	●
ENGLISH	●	●	●	●	●	○	○
URDU	●	●	●	●	●	●	●
HINDI	●	●	●	●	●	●	●
BALUCHI	●	●	●	●	●	●	●

PROJECTS

- ABILITY TO HANDLE MULTIPLE TASKS INDIVIDUALLY.
- ABLE TO WORK WITH UNDER PRESSURE.
- GOOD COMMUNICATION SKILLS.
- STRONG MANAGERIAL SKILLS.
- HARD WORKER.
- HONESTLY AND REALIABILITY.
- TEAM WORKER.

WORK EXPERIENCE

2021-2022

SALES MAN

SUPERSTORE & MART

1 year exprience in super mart items and supertore things in Pakistan.

2017-2019

GRAPHIC DESIGNER

DM SOLUTION

3 year's exprience in freelance Designing and another places wotking as Graphic Designer in Pakistan.

2014-2016

DRIVER

HOUSE PERSONAL DRIVER

3 year's exprience in Abu Dhabi.

2011-2013

PUBLIC RELATION OFFICER

DOCUMATION WORKS & DRIVER

3 year's exprience in Oil Tech compnay in Abu Dhabi,UAE.

2009-2010

DATA ENTRY

COMPUTER OPERATING & FILE MANAGMENT

2 year's exprience in Royal Tech compnay in Karachi,Pakistan.

EDUCATION

2019-2020

INTERMEDIATE

Commerce Group

From Board of Intermediate Education Karachi.

2017-2018

MATRICULATION

Science Group

From Board of Matriculation Education Karachi.

2015-2016

MEDIA SCIENCE DIPLOMA

Specialist Program (AMSP) Course

From Arena Multimedia Karachi.