

# Muhammad ishaq

Office



## ABOUT

Key skills in a computer short course often focus on essential technical and software skills that are widely applicable in many fields. Here are some of the key skills typically taught in such courses:

2. Word Processing (Microsoft Word/Google Docs): Creating, formatting, and editing documents efficiently. Learning shortcuts and advanced features like tables, styles, and document review tools.
3. Spreadsheets (Microsoft Excel/Google Sheets): Mastering data entry, formulas, charts,

## CONTACT



+966574358610

03489538511

Whatsapp

## EXPERIENCE

2024

### Computer opretor

Office | Islamabad | Pakistan

Mar 2021 - Apr 2024

The role of helping support the many functions of a working office falls to office machine operators. They control and operate equipment such as photocopiers, fax machines, image scanners and paper shredders. On top of overseeing the use of these machines, they are also typically tasked with the maintenance and upkeep. In reviewing the office machine operator job description template provided here, you'll see that an emphasis is placed on technical know-how. Your ideal candidate should understand the equipment that he or she works with inside and out, knowing what sort of auxiliary supplies are needed to maintain consistent output and how to troubleshoot issues should they arise. Punctuality, promptness and good customer service skills are also attributes applicants should demonstrate. The office machine operator job description template will show you how to best compose your listing in order to emphasize the importance of the aforementioned characteristics

2024

### Office

Office management | Islamabad | Pakistan

Apr 2020 - Apr 2024

- A career in office management involves overseeing administrative tasks, managing office operations, coordinating staff, and ensuring a smooth workflow within an organization. Key skills include organization, communication, leadership, and problem-solving.

2022

### Computer opretor

School | Bukhari Public High School Talash Computer Operator | Pakistani

Mar 2018 - Mar 2022

muhammad ishaq A computer operator in a school is responsible for managing and maintaining the school's computer systems and networks. This role involves tasks like ensuring the proper functioning of computers, troubleshooting technical issues, assisting students and staff with software and hardware problems, and managing data entry or digital record-keeping. The position plays a key role in supporting the smooth operation of the school's technology resources..

## EDUCATION

## HOBBIES



## REFERENCE

Reference name: Sami ullah  
Designation: Abl  
Email: Sami Ullah -  
Surveyor,  
MBL  
+9665755663  
08 |  
cadcareerr16  
@gmail.com  
Mobile: 96657556630  
816

date of birth

5/4/1996

address

samesi aljalya near athaim store

2012

### SSC(School )

Secondary school certificate | | Country Pakistan  
2010 - 2012  
Total. Marks 1050 Abtained marks 460 Grade D  
Percentage 43

2014

### HSSC(College )

High secondary school certificate | | Country Pakistan  
2012 - 2014  
Total. Marks 1100 Abtained marks 463 Grade D  
Percentage% 42

2021

### BA(University )

Allama aqbal open university Islamabad | | Country  
Pakistan  
2018 - 2021  
Total. Marks 1100 Abtained marks 631 Grade c  
Percentage % 57

2024

### MA(University )

Allama aqbal open university Islamabad | | Country  
Pakistan  
2021 - 2024  
Total. Marks 2000 Abtained marks 1282 Grade B  
Percentage % 64

## SKILL

Office management certificate

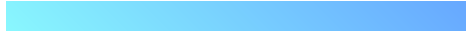


Computers Ms words excel  
power point computer  
applications etc



## LANGUAGES

Poshto



English



Arabic



Urdu

