



Mohammad Ali Gohar
Iqama # 2629884996



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CURRICULAM - VITAE

SUMMARY

I Have extensive experience as Receptionist And As Branch Accountant , Expert In MS Word, Excel, PowerPoint, ERP operate, Record Maintenance . Excellent Communication Skills and Multitasking Strength.

WORKING EXPERIENCE

Receptionist:

- CCPD Institute of Global Skills (2022-2024)
(Guest Welcoming, Customer Satisfaction, Dealing With Costumers)

Branch Accountant:

- Afzal Electronics (2025-2026)
(MS Word, Excel, PowerPoint, ERP, Record Maintenance)

TECHNICAL QUALIFICATION

- Computer Applications Certificate
- Office Management

EDUCATIONAL

- 10TH Class from BISE 2022

Languages

- Arabic
- Urdu
- English
- Hindi

Hobbies

- COOKING
- MARKETING
- TRAVELLING

COMPUTER SKILLS

Basic Knowledge of MS – Office

- a) Word
- b) Excel
- c) PowerPoint
Internet

PERSONAL DETAILS

Father's Name : Muhammad Adnan
Date of Birth : 13-Aug-2004
Sex : Male
Religion : Islam
Nationality : Pakistan
Marital Status : single

PASSPORT DETAILS

Passport No.	: TF4153311
Place of Issue	: Gujranwala
Date of Issue	: 01 March 2023
Date of Expiry	: 27 Feb 2033

DECLARATION

I hereby declare that all the statements given above are true to the best of my knowledge and belief.