

CURRICULUM VITAE

Muhammad Arif

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➤ **PERSONAL INFORMATION:**

Father's Name: Muhammad Zahir
Date of Birth: 15TH March, 1991
N.I.C No: 54400-1310702-1
Religion: Islam
Domicile: Quetta
Nationality: Pakistani
Marital Status: Single
Postal/Permanent Address: H.No 262G, Railway Colony
Brewery Road, Quetta,
Contact No: 0333-7811938

➤ **OBJECTIVE:**

To obtain a position in an organization where I can positively exploit and exhaust my energies to the best of my capabilities.

➤ **EDUCATIONAL QUALIFICATION:**

S.No	Class / Degree	Institute
01	Metric	Govt: High School Wahdat Colony Quetta
02	F.S.c	Govt: science College Quetta
03	B.S.c	University of Balochistan

➤ **PROFESSIONAL EXPERIENCE:**

1. Very vast experience in computer field.
2. 2 Year Experience as SMO in Media Cell HC SQ Quetta cant.
3. Social Media manager "Daily Mashriq Quetta".
4. 4 years of experience as internet Operator in **DAILY MASHRIQ**, Quetta

➤ **COMPUTER SKILLS:**

1. MS Windows (Windows 98, Windows 2000, Windows2000 Server, Windows Millennium, Windows Xp)
2. MS Office (Word, Excel, PowerPoint)
3. In page
4. Corel Draw
5. Networking, Making servers
6. Install any kind of software
7. Hardware (Any windows installation, hardware assembling)
8. Printing
9. Scanning
10. Typing (40 WPM)

➤ **EXTRA CURRICULUM ACTIVITIES:**

1. Watching NEWS
2. Current Affairs
3. Talk Shows
4. Reading Books
5. Play & watch Cricket

➤ **LANGUAGES:**

1. Urdu	Read	Write	Speak
2. English	Read	Write	Speak
3. Pashto	Read	Write	Speak
4. Balochi			Speak
5. Bravi			Speak

➤ **REFERENCES:**

Will be furnished Upon Request.