

CURRICULUM VITAE

Muhammad Fayyaz

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POST APPLIED FOR DOCUMENT CONTROLLER

Objective:

A suitable position with an organization where I can utilize best of my skills and abilities that fit to my education, skills and experience. A place where I can encourage and permitted to be an active participant as well as vital contribute on development of the company.

PERSONAL DETAILS

- Name : Muhammad Fayyaz
- Father Name : Muhammad Riaz
- Date Of Birth : 12-01-1988
- Religion : Islam
- Gender : Male
- Marital Status : Married
- Nationality : Pakistani
- Visa Status : Employment Visa

EDUCATIONAL QUALIFICATION

- Intermediate 2012 Passed

COMPUTER QUALIFICATION

- Three month basic computer course from M/S HOREZENT Professional Training Center Karachi Pakistan.
- Six month advance M.S Office course from M/S HOREZENT Professional Training Center Karachi Pakistan.

LANGUAGES KNOWN

- English, Urdu, Hindi, Punjabi

WORK EXPERIENCE

- Presently working as a Document Controller in AL-RAYAH FOR SAFETY ITEMS W.L.L Bahrain.
- 5 Years work experience as a Security Guard in AL-RAYAH FOR SAFETY ITEMS W.L.L Bahrain.
- 3 Years work experience as a Computer Operator in UDL Distribution (pvt) ltd Pakistan.
- 1 Years work experience as a Computer Operator in SKIN CARE Company Pakistan.

DECLARATION

I hereby certify that the above information are true and correct according to the best of my knowledge and experience. If selected I assure that I would perform to the best of my abilities, early awaiting a positive response.