



MUHAMMAD TEHMAS KHAN

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+973-36825335



OBJECTIVE

To attain a suitable position in an esteemed organization where my education and capabilities can be effectively utilized.

WORKING EXPERIENCE

3Star Computer: From: (Sept 2020 to Continue) (BAHRAIN)

(Salesman):

Trouble Shooting and resolving problems related computer software and hardware,
All kind of operating system handling efficiently.

Digital Copying Management: From: (Nov 2018 to Dec 2019) (KARACHI)

(Office Assistance)

All outdoor works related to Banks and Karachi Chamber of Commerce, Filling of Deposit Slips,
Tax Challan's & all related Challans under Provincial & Federal Government, Submission &
understanding of documents related to imports, Management of data record on ERP Module.

PRIME HR: (Oct 2016 to Apr 2018) (ISLAMABAD)

(Computer Operator)

Deployed at Institute of Chartered Accountant of Pakistan.

Designation: Computer Operator

Department: Study pack Supply Chain (Education)

Job Description: Making record & tracking of all dispatched study material all over Pakistan.

DRIVING EXPERIENCE

3, Years of driving experience in Karachi, Pakistan

QUALIFICATION

✦ B. Com (Appeared)	Financial Accounting	University of Karachi
✦ Intermediate	Commerce	BSEK
✦ Matriculation	Science	BIEK

COMPUTER PROFICIANCY

- ✦ Trouble Shooting software's
- ✦ MS Office
- ✦ Internet Browsing

PERSONAL INFORMATION

Father's Name	-	Muhammad Ashraf Khan
Date of Birth	-	March 31 st , 1998
Nationality	-	Pakistani
Religion	-	(Muslim) Islam
CPR No.	-	980314488
Passport Number	-	TS4107462
Marital Status	-	Single

CONTACT DETAILS

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