



# CURRICULUM VITAE

MUHAMMAD HAMZA  
BUILDING # 73 , ROAD # 27, BLOCK # 745 SANAD.  
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## OBJECTIVE

Being an individual with a dynamic and creative, I seek for any rewarding opportunity which I look forward to serve with all my strength and Experience, properly attributed by my honesty dedication and hard-work.

I look forward to the various opportunities in which my own levels of loyalty, effort and commitment are valued

## PERSONAL DATA

Father Name : Muhammad Shahzad  
Date of Birth : 15<sup>th</sup> July-1991  
CPR No : 910715440  
Religion : Islam  
Nationality : Pakistan  
Marital Status : Single  
Passport # : AF6219602  
Permanent Address : House No# 775 Street No# 4 Koh e Noor Mills Rawalpindi, Pakistan

## EDUCATION

**Holy Qur'an Study from International Qur'an Academy. Rawalpindi, Pakistan**

2008 : Secondary Education  
2010 : Higher Secondary  
2012 : Graduation

## ADDITIONAL QUALIFICATION:

➤ Driver : Bahrain Valid Driving License

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## **PROFESSIONAL SKILLS**

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Motivating people in the work place.

File Management and coordination on colleagues.

Strong communication skills and able to work under pressure  
Good communication skills

Very strong at organizing and planning task to be achieved.

Versatile as a result of which can learn a new task quickly.

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## **EXPERIENCE**

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### **CURRENT WORKING JOB:**

Position : Weighbridge Clerk  
Duration : Oct 2014 to till date  
Company : Universal Asphalt  
Location : Sanad, Bahrain  
Kind of Industry : Road construction  
Department : Production  
Department.

### **RESPONSIBILITY**

Monitoring the weight and quantity of asphalt &  
Aggregates  
Demonstrate an ability to communicate at all levels  
  
Reporting to the production Manager.

**Jan 2008 to  
Nov 2010**

Work as a **Sales Representative** in Abbas Travel  
(Pakistan)

**Dec 2010 to  
March.2012**

Work as a **Clerk** in Bahrain Asphalt (Haji Hassan Group  
(Bahrain)

**May 2012  
To June 2013**

Work as a **Assistant Admin Manager** in Sustainable  
Development Policy Institute **SDPI** (Pakistan)

**March 2013  
To Oct 2013**

Work as **A Marketing Supervisor** for Geo TV a  
Reality Show Named Pakistan Idol (Pakistan)

**Jan 2014 To  
Aug 2015**

Work as a **Security Supervisor** in Eagle Security  
(Bahrain)

**From 2014  
To Till Now**

Work as a **Weighbridge Clerk** in Universal Asphalt  
(Bahrain)

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## ***Computer Knowledge***

Microsoft word, fast computer typing

Making application and letter typing. Basics of networking theory, concepts and networking methods

Basics of networking data delivery

Networking media, cabling and  
hardware Networking protocols and  
the OSI model Networking Operating  
Systems

Installation, configuration and maintenance of PC operating systems

Maintenance and installation of PC hardware components

Basic network skills, including networking PCs and  
troubleshooting 6 Month Computer Course Software  
Application

Diploma in MS Office Management

Internet & Email

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## **INTERESTS AND HOBBIES**

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**Fashion Designing**

**Photography (editing/framing)**

**Engaging in Social Activities**

**Fishing**

**Reading Books**

**Cricket**

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## **LANGUAGES:**

Urdu, English, Punjabi,

## **DECLARATION:**

The details furnished above are true to the best of my knowledge.

***Muhammad Hamza***