

## **MUHAMMAD SHAKIR**



### **PERSONAL INFORMATION**

Name : Muhammad Shakir  
Father Name : Muhammad Amin Azad  
Permanent Address : Flat 22, Building 395, Road 1513, Isa Town 815  
Nationality : Pakistani  
Contact Number : +973 3414 8430  
E-mail Address : [shakir.amin.azad@gmail.com](mailto:shakir.amin.azad@gmail.com)  
Valid Driving License/  
CPR Number : 930820339

### **EDUCATION QUALIFICATION**

- 2011-2012 : Year 13, B-Com Part 1, Completed  
: Siraj-ud-Daulah Govt. College.
- 2009-2011 : High School Year 12, Completed  
: Siraj-ud-Daulah Govt. College,  
: Karachi, Pakistan.
- 2007-2009 : Year 10, Matriculation, completed  
: Metropolitan Foundation School,  
: Karachi, Pakistan.

### **COMPUTER SKILLS**

- Technical Software:
- Adobe Photoshop & CorelDraw:
- Aptech Certified Microsoft Office (Pakistan): 21 Feb – 23 May 2012.
- Aptech Certified Network Associate (Pakistan): 12 Jun – 14 Sep 2012.
- Aptech Certified Hardware Professional(Pakistan):  
26 Dec 2012 – 02 Apr 2013.
- Training in Sabre Travel Network Middle East W.L.L (Bahrain):  
18 Jan – 22 Jan 2015.                      - Booking                      - Ticketing

### **WRITTEN & ORAL SKILLS**

- Able to write reports.
- Able to do group and individual presentations with clear objectives.
- Good interpersonal and communication skills.

## **TEAMWORK SKILLS**

- Can work well in a team.
- Can interact well with others from different backgrounds.
- Can keep co-worker's motivated and united throughout project.

## **WORK EXPERIENCE**

- ❖ Assistant in IT department and Data entry in call centre at MAK ENTERPRISES, Karachi, Pakistan. (2009-2011)
- ❖ Assistant in IT department at JUBILEE CORORATION, Karachi, Pakistan. (2011-2012)
- ❖ Assistant Accountant in printing press at UNIVERSAL PRINTING PRESS, Karachi, Pakistan. (2012-2013)
- ❖ Receptionist/Cashier in 3WAY RENT A CAR CO.W.L.L, Isa town, Bahrain. (Jun 2014- Aug 2015)
- ❖ Sales Agent in 3WAY TRAVEL AND TOURISM, Adliya, Bahrain. (Jan 2015) (For 2 Months then back to 3WAY RENT A CAR)
- ❖ Assistant Manager in ANGHAM ALJOOD DOCUMENT CLEARANCE, Buri, Bahrain. (Sep 2015 - Present)

## **PERSONAL ATTRIBUTES**

- Able to work under pressure.
- Have an optimistic view.
- Self-motivated.
- Able to work independently.
- Creative thinker.
- Highly tolerant.

## **LANGUAGE SKILLS**

- English – Good in both spoken and written English.
- Urdu – Proficient in Urdu spoken.
- Gujarati – Good in spoken.
- Arabic – Good in spoken Arabic.

## **INTERESTS**

- Music - Playing and learning Guitar in my free time.
- Sports - Swimming, Cricket, Cycling, Snooker.
- Education - Interested in Technical and software courses.
- Traveling.

## **REFEREE CONTACTS**