

MUHAMMAD AASIM

Kheshgi Payan, District Nowshera

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PROFESSIONAL SUMMARY:

Administrative and IT Support professional with experience in computer operations, data entry, and office administration. Skilled in Microsoft 365, document management, and basic networking support. Known for accuracy, strong communication, and ability to manage multiple administrative tasks efficiently.

CORE SKILLS:

IT & Technical Skills: Microsoft 365, Data Entry, Networking Basics, Google Docs, InPage

Administrative Skills: File Management, Document Preparation, Office Equipment Handling, Record Keeping, Scheduling Support

Soft Skills: Communication, Team Work, Problem Solving, Time Management

EXPERIENCE:

COMPUTER OPERATOR

The Pioneer College Kheshgi Campus

January, 2026 – Present

- Managing data entry, student records, and office documentation
- Using Microsoft 365 for reports, sheets, and official work
- Supporting daily administrative and IT-related tasks
- Maintaining file management and digital records

STORE & INVENTORY COORDINATOR:

Dubai (UAE)

April, 2025-2026

- Managed inventory and stock records
 - Handled receiving and dispatch of goods
 - Maintained store organization and accurate record keeping
 - Coordinated with suppliers and internal teams
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COMPUTER OPERATOR:

Hira Model School Kheshgi Payan (NSR)

First job 2020 –March, 2025

- Performed data entry and maintained school records
- Assisted in examination and student record management
- Used MS Office for documentation and reports
- Supported administrative staff in daily tasks

EDUCATION:

- B.Tech (Civil Engineering) – 2.97/4.00 – 2019 – Abasyn University Peshawar
- DAE (Civil) – 2350/3350 – 2014 – Board of Technical Education Peshawar
- DIT – 1004/1400 – 2015 – Board of Technical Education Peshawar
- Matric (Science) – 584/1050 – 2011 – BISE Mardan

PERSONAL INFORMATION:

Father's Name: Maneer Khan

DOB: 14-07-1994

CNIC: 17201-7203697-7