

HAFIZ MUHAMMAD NAWAZ

S/O

GHULAM MUHAMMAD

Date of birth : 14-MAY-1992
Marital Status : Un married
DOMICIL : Bahawalpur
Nationality : Pakistani
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Career Objectives


Attainment of a challenging position in a dynamic corporate environment that utilizes my talent to the optimum level, appropriately rewards performance, offers continuing opportunities for future advancement & growth and to contribute significantly towards the growth of the Organization.



Qualification

Qualification	Institute/University	Affiliation	Subject:	Session	Marks Obtained	Total Marks	%	Division
B.A	IUB.BWP	Bahawalpur	Arts	2012	480	1100	60	1sd
F.A	Board of Intermediate & Secondary Education Bahawalpur	Bahawalpur	Arts	2010	695	1100	63	1sd
Metric	Govt. Higher Secondary School Israni KPT	Bahawalpur	Science	2008	554	850	65	1sd

Employment Record

Period	Employer	Position held
15 Feb 2017 to till	 Masood Textile Mills (Pvt) Ltd. Faisalabad	Operator IT

Description of Duties and Responsibilities in MasoodTextiles

I performed my duty as an IT operator In Masood Textiles Mills (Pvt) Ltd in IT department. There I have the following responsibilities:

- In house, Out door Issuance & Receiving yarn
- Barcoding
- Po to Po transfer
- Rejected yarn return to party
- Party to party transfer
- Make delivery in system and Issue to waste store
- Record Inward & Out ward in system

Professional Education

6 months Diploma in Computer Data base Management System
From Alfriends institute of Bahawalpur
3 months Diploma in Computer Technician from IUB

Professional Skills

- MS Office (MS Word, MS Excel, MS PowerPoint, In page (Urdu writing)
- Internet Application
- Database MS Access , Oracle
- Installation

References

Will be furnished on request