

CURRICULAM VITAE

MUHAMMAD ISHAQ
Apply for Supervisor & Forman Job.
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Doha - Qatar



CAREER OBJECTIVE

To work in a highly competitive environment which will be enable me to utilize my abilities, To attend a challenging and responsible position and to contribute the best of my skills and and efforts for the prosperity of the organization as well as myself.

WORK EXPERAINCE

- **02 Year working Experience as a Sub Engineer (MECATECH Private Limited) in PAKISTAN.**
- **02 Year Experience as a MECHANICAL SAFETY OFFICER in KOHAT CEMENT FACTORY LTD.**
- **02 Years Experaince in Gas Welding , Art welding , X ray welding & ARC welding as a Mechanical Supervisor for (BGP OIL AND GAS COMPANY) in Pakistan.**

PROFESSIONAL SKILLS

02 years Experaince as a (COMPUTER FRIENDS INTERPRISES KARACHI PAKISTAN) .

MS OFFICE

Accountant Peachtree & Tally

Google Earth and internet Browsing.

SERVED as :

- Office Maintenance + Accountant + Computer Operator

Major Responsibility :

- Make Bills, Draft and employers sheets.
- Keeping Record.
- Maintaining office expenses.
- Maintaining the new inquires + Quotation + p.o (Purchase order) + invoice .
- Assemble the Computer.
- Installation of the Software.

PERSONAL SKILLS

- Caple of handling routine office work efficiency.
- Very good commond on spoken English and expert in self-correspondence.
- Having very good convincing and presentation skills.
- Capability of efficient coordination with head of the department and with the working team.
- Keeping efficient correspondence of confidential documents.
- Communication and Dealing skills.

QUALIFICATION DETAIL

DEGREE	SUBJECT	YEAR	%age GPA	DIVISION	BOARD INSTITUTE
S.S.C	Science	2012	59.6%	Ist	BISE KOHAT
DAE	Mechanical Technology	2013 To 2016	62.2%	Ist	KPK Technical Board Peshawar
D.I.T	Information Technology	One Year	67%	Ist	KPK GCMS Board Peshawar
ACCOUNTANT	Peachtree & Tally	Six Months		Ist	CIMS Board Peshawar

PERSONAL DETAIL

Name : Muhammad ishaq

Father Name : Lal Zad Gul

Date of Birth : 16-10-1996

Nationality : Pakistani

Gender : Male

Religion : Islam

Marital Status : Merried

Passport No : LQ1848401

Date of Expiry : 05 Oct- 2022

ID No : 29658603266

LANGUAGE KNOWN : ENGLISH , URDU , ARABIC , PASHTO

HOBBIES

- Reading Books
- Watching Movie
- Playing Game

DECLARATION

I hereby certify that all above mentioned information;s are true and correct to the best of my knowledge and belief.