

MUHAMMAD AYAZ



CONTACT

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- Pakistan, KPK, Peshawar

COMPUTER SKILLS:

- Microsoft Excel
- MS Word & PowerPoint
- Data Entry & Spreadsheets
- Software Management Systems
- Document Management
- Google Workspace
- Internet & Email
- Basic IT Troubleshooting

SECURITY SKILLS:

- CCTV Monitoring
- Access Control & Patrolling
- Incident Reporting
- Emergency Response
- Conflict Resolution

Other:

- Time Management
- Attention to Detail
- Team Collaboration
- Professional Discipline

LANGUAGES

- English (Intermediate)
- Urdu (Fluent)
- Pashto (Fluent)
- Arabic (baisc)



PROFILE

Detail-oriented and disciplined professional with a background in Computer Science and hands-on experience in computer operations, data entry, and security management. Proficient in Microsoft Excel, MS Office, and software management systems. Brings strong organizational skills, accurate record keeping, and a proven ability to work under pressure. Seeking a computer operator or administrative role to apply technical and professional skills effectively.



WORK EXPERIENCE

Security Guard - Aamal Tower, Doha, Qatar 2021 - 2025

- Maintained secure premises for hotel guests, staff, and VIPs.
- Conducted patrolling and controlled access to restricted areas.
- Monitored CCTV and coordinated with the control room.
- Escorted cash transfers and safeguarded valuables.
- Responded to incidents and documented reports.

Computer Operator / Administrative Support

- Perform data entry and manage digital records
- Use MS Excel and Word for reports and documentation
- Operate software management and inventory systems
- Maintain organized digital filing systems
- Coordinate information via email and online tools

LICENSES & CERTIFICATIONS

Qatar Driving License (Light Vehicle - Automatic)

Issuing Authority: Ministry of Interior, Qatar
License No.: 29358607058
Class: Light Vehicle (Car) - Automatic
Valid Until: 21 September 2030
Conditions: Corrective Lenses
Driving Record: Clean



EDUCATION

S.S.C (Science)	2010
F.SC (Computer Science)	2012
B.A (Arts) -	2014