



MUHAMMAD IRFAN JAVED

CLERICAL JOB

To play a sincere and vital role in the growth of the employer organization, by marking optimum utilization of my skills at consistent pace of professional growth.

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📍 Dubai-UAE

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ID 37301 - 02367555

📅 08 December, 1985

EDUCATION

Matric (SSC)

Govt. Ordinance High School Kala Depot
Jhelum

1999 - 2001,

FA (HSSC)

Govt. Post Graduate College Tahlianwala
Jhelum

2002 - 2004,

Bachelor's Degree (BA)

Allama Iqbal Open University Islamabad.

2006 - 2008,

Pakistan.

WORK EXPERIENCE

Citi Housing Pvt. Ltd Jhelum

Clerical / Official

2017 - 2019,

I did work there as a Ticket Checker + Clerical job

Jhelum

Noor Corporation Pvt. Ltd Jhelum

Computer Operator

2009 - 2013,

I did work there at Noor Corporation Pvt. Ltd Jhelum as a Computer Operator, Managing all customers Installments etc.

Jhelum

Citi Housing Pvt. Ltd Jhleum

Official job

2019 - 2022,

I did job there as a Clerical job + Official job

Jhelum

The Educator Citi Campus Jhelum

Computer Operator

2014 - 2016,

I did job there as a Clerk, managing all students work and their fee reports etc.

Jhelum

SKILLS

Typing

Logo Design

Affiliate Marketing

CERTIFICATE

Certificate In Auto CAD

Office Applications Certificate

03 Month Course Plumber Work Certificate

LANGUAGES

English

Elementary Proficiency

Urdu

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

INTERESTS

Reading Islamic Books

Reciting Holy Quran

Playing Games