

MUHAMMAD AMIR

CELL # 0345-5201469, 0300-9882637

Address: Village Punjgran, (Lehtrar Road) Islamabad

CAREERE OBJECTIVE

To obtain a better chance in the clerical, equipment, vehicles and workshop fields, in an organization where I can utilize my experience and skills with all its honesty, loyalty and hardworking capabilities to support the management team in achieving their business goals and strategies

SPECIAL SKILLS

Excellent in operating personal computer which includes knowledge in the latest version of Windows, Microsoft Excel, Microsoft Word, Microsoft Power Point, Microsoft Outlook, Internet, Fax, Photocopier and others. Excellent in typing and making correspondence.

PROFESSIONAL AND TECHNICAL CAPABILITIES

- Clerk Transp./Plant
- Workshop Clerk
- Store Clerk / Store Keeper

WORK EXPERIENCE

07th January 2007 to 21st July 2019

- Worked as a "**Clerk Transp./Plant**" (**Equipment & Workshop Department**) in **Almabani General Contractors** a well reputed multi-national group in the Kingdom of Saudi Arabia engaged mainly in civil construction, construction of buildings, roads, Airport run-ways etc.

12th December 2005 to 08th August 2006

Worked as a "**Computer Operator/Junior Office Assistant**" in **Islamic International Medical College Trust Railway Hospital**, Rawalpindi.

ACADEMIC QUALIFICATION

DEGREE	YEAR	GRADE/DIVISION	BOARD / UNIVERSITY
Bachelor of Arts	2004	2 nd div. Obtained Marks 471/800	Punjab University
HSSC	2002	2 nd div. Obtained Marks 618/1100	FBISE
SSC	2000	1 st div. Obtained Marks 537/850	FBISE

OTHER COURSES

- **Diploma of Information Technology DIT (Computer)**
Session (April 2000 to November 2000)
- International English Language Testing System (IELTS)**
University of Cambridge (ESOL Examination)
(March 2012 at Riyadh Saudi Arabia)
British Council

LANGUAGE SKILLS

	READ	WRITE	SPEAK
<i>English</i>	√	√	√
<i>Arabic</i>	√	√	√
<i>Urdu</i>	√	√	√

PERSONAL INFORMATION

- Father Name: Muhammad Rafiq
- Date of Birth: 10-05-1983
- Passport No: BC1227771
- Marital Status: Married
- Religion: Islam
- CNIC No: 61101-2015777-3
- Nationality: Pakistani
- Driving License: LTV Saudi

All references available upon request