EHTASHAM AHMED 

**House no CB/541, Street no 13, Muhallah Tali Mori,**

**Rawalpindi Cantt Pakistan. Cell: +92 333-8968087-051-5513563**

**Email ID:** [**malikehtasham3245@gmail.com**](mailto:malikehtasham3245@gmail.com)



**OBJECTIVE**

To build up and enhance my professional capabilities by working in a dynamic organization.



**PERSONAL INFORMATION**

Name : Ehtasham Ahmed

Father’s Name : Babar Khan

Date of Birth : 19-06-1997

Marital Status : Single

Religion : Islam

Nationality : Pakistani

CNIC No. : 37405-2577154-1

Domicile : Punjab



**ACADEMIC QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| * **Matric** | **567/1050** | **2013** |
| * **I.Com**   **EXPERIENCE** | **518/1100** | **2017** |

* **01 years’ work Experience as a Data Entry Operator (Shaheen Chemists) Rawalpindi.**
* **From 2013 to 2014**
* **04 Years’ Experience as a Data Entry Operator (Madina Chemists) Rawalpindi.**
* **From 2014 to 2017**
* **02 Year Experience in Admin Department (MEDASK MH Hospital) Rawalpindi.**
* **From 2018 to 2020**
* **06 Months Experience as a Telephone Operator (Delve Business Network).**
* **From March to September 2020.**
* **TDFC Pvt.ltd working as a Assistant Manager and Sales & Marketing Executive.**



**COMPUTER SKILS**

* **MS Power Point**
* **MS Office**
* **MS Excel**



**LANGUAGES PROFICIENCY**

**Spoken languages below:-**

* English Speaking, Reading, Writing

* Urdu Speaking, Reading, Writing