

MUHAMMAD UMER FAROOQ

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BRIEF PROFILE

Completed education with full commitment and passion. Interested in acquiring and exploring new horizons of overwhelming practical and professional work available in the world. Proficient in Microsoft office, IT and computer related activities. Great communication skills and ability to critically evaluate and take rational decisions.

EDUCATIONAL BACKGROUND

- **Matriculation**
2018-2020
2nd Division
Subjects: General Science, Islamic History, Economics
School: **Allied School, Rawalpindi**
- **Intermediate**
2020-2022
Subjects: Islamic History, Economics, Health & Physical
College: **Govt. Higher Secondary School Locoshed, Rawalpindi**
- **Basic IT Course**
2021
Distinction
Institution: **SuperTech Institute, Rawalpindi Cantt.**

Skills

- MS Office
- MS PowerPoint
- MS Excel
- Data Entry
- Typing
- Presentation
- Proof Reading
- Team work

Experience

- 2 year Cashier mega medical complex
- 2 year samsung electronics salesman
- 1 year hypermarket salesman