

CURRICULUM VITAE

Danna Katcheli Muzaffarabad(AJK)
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FAIZAN KHAKEEM

OBJECTIVE:-

A Challenging position in a professional organization where I can enhance my skills and strengths in conjunction with the company goal objective.

EDUCATION QUALIFICATION:-

- Passed FSC(Ics) From Mirpur Board in 2018
- Passed Matric From Mirpur Board in 2016

ADDITIONAL QUALIFICATION:-

- Done 1 year Computer Diploma in Graphics D
- Done 6 month Diploma in Computer Operator.
- Done 3 month Diploma in Digital Marketing
- Typing speed 45 Word/minute.
- Continue Web Engineering Degree in online Gov. Project

KEYS KILLS:

- MS-Office (MS –Word, MS Excel, Power Point)
- Internet & E – Mail
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Corel Draw
- Adobe Premier Pro
- After Effect
- Computer Hardware
- Communication skill

TRAININGS SKILLS:-

- Taken Training of CIT (Certificate of Information Technology) in Moon Creation School of Information Technology Muzaffarabad.
- Taken DIT (Diploma of Information Technology) Training in Moon Creation School of Information Technology Muzaffarabad.
- Taken Graphics Designing Training in Moon Creation School of Information Technology Muzaffarabad. & Online eHunar.com.
- Taken Video Editing Training in Online eHunar.com.
- Taken Digital marketing Diploma in eHunar.com.

EXPERIENCE:-

- Worked with Sir Kamran CH as a Computer operator from July 2019 to June 2020.
- Worked with Gov. of Pakistan TEVTA (AJK) Department from august 2020 to in This Time.
- Work on Future Star Creation Institute of Information as a CEO, Principle, Instructor & Motivational Speaker from 2020 to 2024

WORK PROFILE:-

- Maintaining data on daily basis in DMS (Data Management System)
- Coordinating with accounts Department and Sales Team.
- Maintaining daily check & balance.
- Coordinating with the insurance department.

PERSONAL INFORMATION:-

Father's Name	Muhammad Khakeem
Date of Birth	28 April 2000
Marital Status	Married
Sex	Male
Language Known	Urdu, Phari & English
Nationality	Pakistan
Religion	Islam