



# MUHAMMAD TARIQ AZIZ

## PROFILE SUMMARY

Highly motivated and detail-oriented Computer Science graduate with a strong foundation in computer systems, office management, data handling, and MS Office applications, seeking to secure a challenging position in a reputable organization. My objective is to utilize my knowledge, technical proficiency, and passion for technology to contribute toward the organizational goals while continuously enhancing my skills in a growth-oriented environment. I aim to become a vital asset to the organization by applying innovative problem-solving abilities, exceptional communication, and analytical thinking, and by delivering results in both independent and team-based settings.

## CONTACT

+92 318 9406802

tariqazizbaloch86@gmail.com

Dera Ghazi Khan, Near Pull Dat,  
Punjab, Pakistan

## TECHNICAL SKILLS

- MS Office (Advanced) – MS Word, Excel, PowerPoint, Outlook
- Computer Hardware & Software Installation
- Data Entry and Management
- Basic Networking and Troubleshooting
- Typing Speed: 40+ WPM
- Email and Internet Usage
- Graphic tools (basic knowledge)

## SOFT SKILLS

- Communication Skills
- Problem Solving
- Time Management
- Ability to work under pressure
- Team work

## PASSPORT DETAILS

- Passport Number: XD1839701
- Date of Issue: Sep 2, 2024
- Date of Expiry: Sep 1, 2029

## PROFESSIONAL EXPERIENCE

### Computer Experience Pakistan

Duration: 1 Year

- Managing office documentation, filing systems, and data entry using MS Word and Excel.
- Preparing daily reports, letters, and summaries for management and recordkeeping.
- Maintaining computer systems, troubleshooting minor technical issues, and installing software.
- Creating and editing presentations, spreadsheets, and official documents in MS Office.
- Assisting with printing, scanning, and organizing official records for quick access.
- Handling email communication and preparing drafts for internal and external correspondence.

## EDUCATION

### BS COMPUTER SCIENCE

October 2020 - September 2024

Institute of Southern Punjab, Multan

## PERSONAL INFORMATION

- Full Name: Muhammad Tariq Aziz
- Father's Name: Muhammad Bakhsh
- CNIC: 32102-0151970-3
- Marital Status: Unmarried
- Nationality: Pakistani

## LANGUAGES KNOWN

- Urdu
- English
- Punjabi
- Seraiki
- Balochi