

# MUHAMMAD RIZWAN

## ➤ Personal

Male

**DOB :**

01/03/1997

**Cell :**

0300-5293647

03174977199

rajarizwan7055@gmail.com

MINCHINABAD DISTT

BAHAWALNAGAR

PUNJAB PAKISTAN

## ➤ Skills

Online Board

Education Application

Ms Word

Ms Power Point

Ms Excel

Capcut Cenva

Data Entry

Accountant

## ➤ Awards

Best Supervisor 2023

Al Khidmat Foundation

Pakistan

Best Admin / Lecturer

City Girls College

Minchin Abad

## ➤ Interest

Book Reading

Study Business Plan &

Ideas

## OBJECTIVES

Takes Advantage the sale skills & Experience Understanding of market to become perfossional

## EDUCATION:

- **Master in Computer Science (MCS)** 2020-2022
- **B.sc Computer Science** 2018-2020
- **Intermediate** 2016-2018
- **Matriculation** 2015-2016
- **Computer Diploma** 2023

## Work & Experience:

- **Admin & Computer Operator**  
City Girls College Minchin Abad 2018-2024
- **Lecturer**  
City Girls College Minchin Abad 2022-2024
- **Coordinator / Supervisor**  
PM Labor Education Scheme 2016-2018
- **Accountant**  
Al Khidmat Foundation Pakistan 2021-2023

## Activities:

Organize Monthly Events

Online Applications

Dealing Parents & Teacher meeting

Lead All staff & Management