

MUHAMMAD AATIR

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SUMMARY

My name is Muhammad Aatir, and I am a Computer Operator. I am an expert of Thesis formating and typiest, based in Sialkot, Pakistan. I have 10 years of work experience in this field. I am excelent in Data Entry, MS Excel and client relationship in education services.

Experience

Computer Operator:

Date 01.09.2015 to 01-09-2022

Hijveri Printing Services

(7 Years & 2 months)

- I performed thesis composing of graduate level students.
- I have wast experience of assignments composing for all level of students.
- I performed Picture editing on adobe photoshop (Basics).
- I can do online data entry for applications of admissions and jobs.
- I can print different sizes on ploter (Colored/Black & White).
- I cas do scanining & printing of different sizes of documents.
- I can print certificates on hard card.
- I can print catalogs on any stuff.
- I can process online application submission on both national and international level for Admissions, Jobs & Visa.
- I can also compose PHD assignment and thesis, in Urdu & English.
- I can do all types of data entry in MS Word and Inpage.
- I can do Voice typing in English.

Computer Operator, Cashier,photocopier:

Date 01.09.2020 to till today

AR Digital Services

(4 Years & till today)

- Same as above

Education

Matric in science from Board of Intermediate & Secondary Education, Gujranwala, Pakistan in 2013.

Diploma

COURSE NAME	INSTITUTE	DURATION
Computer Education and Multimedia	Vocational Training Institute Gujrat	4 Months
Web Designing	CP2000 College Sialkot	15Weeks
Advance CNC Operator	TEVETA MIDC Sialkot	6 Months

Skills

- I did CNC Operating (3 AIXS,5 AIXS, Laser cutting ,Wire cutting,water cutting)
- I can do work on **3D printer job.**
- I can do **CNC Climbing** work piece ,zero error issue resolve
- I did Work on **MASTERCAM, SOLID WORKS, CORALDRAW, AUTO CAD etc.**
- I can print large size on plotter whether that is color or black.
- I can scan & print documents of all sizes prints.
- User Xerox machine different models
(Printer, photocopy & Scanning) MAX A3 SIZE
- User Hp plotter for large printing on different medias
(Colour printer) MAX width 42 inch Length 90 inch
- User Xerox machine Plotter
(BLACK printer, photocopy & Scanning) MAX width 40 inch Length 90 inch
- User RIHKO MACHINE
(Printer, photocopy & Scanning) MAX A3 SIZE
- Typing Speed 25wpm.
- MS Office.
- Teamwork

Hobbies and Interests

- Reading Informative books.
- Traveling

Personal Information

D.O.B: 13-03-1995
Nationality: Pakistani
Old Passport # BB1427961
New Passport # BB1427962
Marital status: Single
Gender: Male
Languages Known: Urdu, Punjabi, English and Basic Arabic

Reference

Will be furnished on demand.