

MUHAMMAD HILAL

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Hardworking and reliable professional with experience in computer operations, data entry, and teaching. Skilled in MS Office and composing. I perform well under pressure, adapt to challenges quickly, and always aim to deliver accurate, high-quality work.

EXPERIENCE

Computer Operator

6 Months – Mardan Medical Complex, Mardan

- Maintained data entry records and updated patient files
- Operated hospital management software for patient registration and reporting

Computer Operator & Data Entry Clerk

Junaid Photostate, Mardan

July 2023 – Present

- Performed composing and formatting documents in Urdu and English
- Expert in Microsoft Office (Word, Excel, PowerPoint)
- Handled fast and accurate data entry tasks

Mathematics Teacher

The Seeart Academy School, Mardan

(1 Year)

- Taught Mathematics to primary and middle school students
- Created and delivered engaging lesson plans

EDUCATION

✓ 2019

MATRIC (S.S.C), GOVT. HIGHER SECONDARY SCHOOL MOHABBAT ABAD

MARDAN

Marks: 667/1100

✓ 2021

PRE-ENGINEERING, GOVT. HIGHER SECONDARY SCHOOL MOHABBAT

ABAD MARDAN

Marks : 678/1100

✓ 2023

DIT(Diploma information Technology) Govt. Technical & Vocational Center

Mardan Marks: 1050/1400

✓ 2024

Computer Operator Govt. Technical & Vocational Center for boys Mardan

Grade: B+

✓ 2024

Safety Supervisor Govt. Technical & Vocational Center for boys Mardan
Grade: B +

✓ 2025

BS (MATHEMATIC) ABDUL WALI KHAN UNIVERSITY
MARDAN CGPA: 3.1/4.00

Skills

Computer & Technical Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Urdu and English composing
- Data entry and typing (fast and accurate)
- File management and document formatting
- Printing, scanning, and photocopy operations

Teaching & Educational Skills

- Mathematics subject knowledge (Primary & Middle level)
- Lesson planning and classroom management
- Student progress assessment
- Communication and explanation skills

Soft Skills

- Attention to detail
- Time management
- Teamwork and cooperation
- Problem-solving
- Professional behavior with staff and customers

ACTIVITIES

- Advanced Excel Data Analysis
- Microsoft Word Document Formatting and Design
- PowerPoint Presentation Creation

LANGUAGES:

- English
- Urdu
- Poshto