**M.Hamza Hashmi**

Adress City =Near EME College Peshawar Road Street no 7 New faisal colobny Islamabad

Contact no: 03348529804

Email: [Hamzahashmi36@yahoo.com](mailto:Hamzahashmi36@yahoo.com)

**OBJECTIVE**

Experienced clerk with excellent communication and time management skills. Interested in the position of Office Clerk, bringing proficiency in Excel; ability to handle high volume calls; ability to keep inventory of supplies; and superior clerical skills to perform general administrative duties.

**EDUCATION**

|  |  |
| --- | --- |
| Intermediate | Fbise Board Islamabad |
| Matric | Fbise Board Islamabad |

**SKILLS**

* Ms office

**COURSES**

* Computer course of three months

**WORK EXPERIENCE**

* Fresh

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Father Name | Muhammad Saifullah Hashmi |
| Date of Birth | 08/08/1998 |
| CNIC No | 61101-3942803-3 |
| Gender | Male |
| Nationality | Pakistani |
| Religion | Islam |