



# MUHAMMAD DANISH NADEEM


## PROFILE

I am a graduate of Information Technology. I consider myself a responsible and orderly person.

## CONTACT ME

 (+92) 325-3444041

 chdanish941@gmail.com

 chak No. 41/wb  
Tehsil & District  
Vehari

## LANGUAGE

Native Urdu

English

## SKILLS

Microsoft Office

Management Skills.

Data Entry

Data Management

## ➤ EDUCATION

### UNIVERSITY OF EDUCATION, LAHORE

*Bachelor's of Science in Information Technology*  
2019-2023

### SUPERIOR GROUP OF COLLEGES VEHARI

*Intermediate in Computer Science*  
2016-2018

### KHAN ENGLISH MODEL HIGH SCHOOL VEHARI

*Metric in Science*  
2014-2016

## ➤ EXPERIENCE

### SUPERIOR GROUP OF COLLEGES VEHARI

Join as a **Computer Operator** to perform and manage all the day to day tasks, keeping records, prepare Exam Schedules and Reports. (August 2022 - May 2023)

### NEW NAVEED E HARAM TRAVELS & TOURS VEHARI

Join as a **Office Admin** to manage all the records, operations and day to day tasks of the company. (June 2023 - June 2024)

### PUNJAB EMERGENCY SERVICES RESCUE 1122 VEHARI

Join as a **Computer Operator** to perform all the day to day tasks and keeping records by using an online software of Rescue 1122. Assist in community trainings and generate certificates of the trainings. (December 2024 - June 2025)