



## PERSONAL DETAIL CONTACT & WHATS UP

+971528784583

+923207306975

## E-MAIL

[aqifbhi1877@gmail.com](mailto:aqifbhi1877@gmail.com)

## CORE SKILLS

- SEO (Search engine Optimization)
- Article Publishing
- Guest Posting
- Social Sharing
- Cash Management
- Creates Social Accounts
- Plagiarism Check
- Digital Marketing
- Customer care & Relationship
- Financial Reporting

## NATIONALITY

Pakistani

## PASSPORT NUMBER

FM6915471

## LANGUAGES

Urdu (native)

English

Hindi

Punjabi

## IT SKILLS

Microsoft Office (Word, Excel, Power point & Software installation, Photoshop, inpage.

## VISA STATUS

No

## DATE OF BIRTH

August 15, 1998

## REFERENCES

Available On your Demand.

# AQIB YOUSAF

## CAREER OBJECTIVE

My goal is to become a good person by honing my skills and honing my ability, so that I can overcome the difficult situations that come in my life with my ability and competence.

## CAREER SUMMARY

Highly motivated and energetic professional with 3 years of work experience in Computer Operator roles, within the reputed organizations in Pakistan. High level of service ethics, demonstrating goal-oriented working skills and a quick grasp of company requirements. With my skills, training, and passion for exceptional service, I am confident that I will be a valuable Addition to your Organization.

## EMPLOYMENT EXPERIENCE

### Position: Computer Operator

**Duration: October 10, 2019 TO PRESENT.....**

- SEO (Search engine Optimization)
- Salary Sheets
- Data Editing
- Mail Scheduling
- Record all things
- Data Composing
- Create Accounts
- Article Publishing
- Guest Posting
- Social Sharing
- Cash Management
- Creates Social Accounts
- Plagiarism Check
- Digital Marketing
- Customer care & Relationship
- Financial Reporting

### **Software House Pattoki, Pakistan**

**Position: Computer Operator**

**Duration: Feb 01, 2021 to July 19, 2022.**

**SEO (Search Engine Optimization) work online in Pattoki, Pakistan.**

**Position: Computer Operator**

**Duration: Oct 10, 2019 to June 28, 2020.**

**Own Shop Habib Abad, Pakistan.**

**Position: Computer Operator**

**Duration: Aug 01, 2020 to Jan 01, 2021.**

**Style Textile in Manga Lahore Pakistan.**

**Position: Computer Operator**

**Duration: September 01, 2022 to Present.**

## EDUCATION & QUALIFICATION

**BS (English) Continue Semester (6)**

**Allama Iqbal Open University Islamabad, Pakistan**

**2018 I.C.S INFORMATION & COMPUTER SCIENCE**

**Board Of Intermediate & Secondary Education, Lahore, Pakistan**

**2015 MATRICULATION**

**Board Of Intermediate & Secondary Education, Lahore, Pakistan**

COVER NOTE

Hi/ Aslam-O-Alykum,

With due respect and humble submission it is requested to you that I have more than 3 years General Computer Operator experience on a permanent position in Pakistan in well reputed organization. I work as General Computer Operator with experience in Cash management, Record retention, Customer relationship affairs & Indoor Sales with best communication skills. Kindly consider me and give me a chance to join your prestigious organization and serve in Computer Operator or any department as I have the ability to adapting the new environment and learn quickly. So I will be proving myself as a suitable candidate for the post which is going to be enrolled. Hope to hear well from you soon.

Best Regards,

AQIB YOUSAF

BS (English Language & Literature)

Mobile & what's app number: +923207306975/+923035891231

Email Address: [aqifbhi1877@gmail.com](mailto:aqifbhi1877@gmail.com)