






# FAROOQ AHMAD

## CONTACT

 farooqwaseer234554@gmail.com

 +92 03064628924

 Tubewell Waseera P/O  
Chaindpur Tehh&Dist  
Nankana Sahib Pakistan

## SKILLS

- Computer skills MS Office  
Ms Excel Inpage
- Gmail Management. Internet  
Services
- Data Typing, English typing,  
Urdu typing

## LANGUAGE

- English Urdu Punjabi

## INTERESTS

- Reading Books, Newspaper  
and Playing games

## EDUCATION

Sep,2010 - Jun,2012

### Matriculation

Bise Lahore

Aug,2013 - May,2015

### FA

Bise Lahore

Jan,2016 - May,2017

### BA

University Of The Punjab Lahore

Sep,2018 - Jun,2020

### MA English

Govt College University Faisalabad

Jan,2016 - Jun,2016

### Computer Diploma

Vocational training Institute Bucheki Nankana Sahib

## EXPERIENCE

Feb,2019 - Mar,2022

### 1 Year as a Data Entry Operator

Crown College Bucheki Nankana Sahib

Apr,2017 - May,2019

### Two Years Experience as Paper Manangement

Govt Elementary School Kot Akbar Dist Nankana Sahib

Apr,2021 - Aug,2022

### Translator

Fiverr

Work as translator at fiverr freelancing plate form

## CERTIFICATIONS

Jul,2015

### Computer Application And Office Management

Vocational Training Institute Nankana Sahib

May,2022

### Virtual Assistant

National Education And Scholarship Institute Lahore