



Muhammad Ahmad

Bachelor's in IT

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EDUCATION

Matriculation

National Garrison Cadet School
2017-2019

Intermediate

Punjab Group of Colleges
2019- 2021

Bachelor's

Khawaja Fareed University of Information
Technology
BS-Information Technology
2021 - 2025

SKILLS

- Digital Marketing & SEO
- Product Hunting
- Project Management
- Microsoft Office(Word, Excel, PowerPoint)
- Graphic Designing
- Office Management
- Verbal & written communication skills

ABOUT

A results-driven BS Information Technology graduate with exemplary command of the English language and demonstrated expertise in customer engagement and support. Skilled in applying analytical and technical acumen to streamline operations and deliver bespoke solutions that elevate client satisfaction and drive organizational success. Renowned for strategic thinking, meticulous attention to detail, and a proactive approach to problem-solving in dynamic, high-pressure environments.

WORK EXPERIENCE

HR Administrator

Suzuki Motors Company | Rahim-Yar-Khan
Feb 2024 - Feb 2025

As an HR Administrator at Suzuki Habib Motors, I was responsible for managing HR operations, office administration, and IT-related tasks. My role involved maintaining employee records, assisting in recruitment and payroll processing, and ensuring compliance with company policies. I played a key role in streamlining administrative processes to enhance efficiency and productivity. Throughout my tenure, I demonstrated strong problem-solving skills, adaptability, and a proactive approach to handling challenges in a dynamic work environment.

Internship

Suzuki Motors Company | Rahim-Yar-Khan
14-10-2023 To 30-12-2023.

By joining in the HR department at Suzuki Motors, where I gained hands-on experience in recruitment processes, employee onboarding, and maintaining personnel records. Assisted in organizing training programs, managing employee queries, and ensuring compliance with company policies. This role enhanced my understanding of HR functions and strengthened my organizational and communication skills.

Vice-President of Itec Society | KFUEIT

As the Vice President of the ITEC Society in my University, I took the lead in organizing and managing various events and activities, ensuring seamless coordination among teams. I thrived in a dynamic environment, demonstrating strong leadership, problem-solving, and multitasking skills. My proactive approach and ability to handle multiple responsibilities made me a key driver of the society's success.

PROJECT

Project Title: Car Showroom Website Development

Description: Developed and customized a dynamic website for Final Year Project using WordPress. Purchased a domain and live server from Hostinger to deploy the website. Focused on creating an intuitive user interface, enhancing user experience, and optimizing site performance. Demonstrated expertise in website customization, hosting management, and leveraging WordPress tools to meet client requirements.

CERTIFICATE

- Certified in Cisco Networking & Administrator (CCNA)
- Virtual Assistant
- Certified a position in Competition of Photography/Videography

LANGUAGE

- English
- Urdu