



Muhammad Owais

SKILLS SUMMARY



Premiere pro
Adobe Audition

Advanced

Used for editing YouTube videos and short-form content.



Canva Pro

Advanced

Designed presentations, thumbnails, and marketing content.



MS Office

Advanced

Proficient in Excel reporting, Word formatting, and PowerPoint.



Digital marketing

Intermediate

SEO, content marketing, and analytics from certified courses.



Programing

Basic

Python scripting and logical problem-solving.



personal information:

I'm Muhammad Owais – a passionate, multi-skilled individual working across various organizations and domains. I'm flexible, creative, and always eager to explore new opportunities in tech, business, and digital growth.



Education

- Bachelor of Business Information Systems (BBIS)
University of Management and Technology – **Ongoing**
(Expected 2027)
- Intermediate in Computer Science (ICS)
Punjab College – **Completed 2023**



Certifications

I have obtained multiple credentials in a variety of fields, including

- LinkedIn Machine learning – **Completed**
- Google Digital marketing – **Completed**
- Google Prompting Essentials – **Completed**
- ITU python course – **Completed**
- IBM Cybersecurity Analyst – **Completed**



Experience

Shaukat Khanum Hospital – Internship
Marketing & HR Department (2023 & 2024)

- Assisted in campaign management and internal communications
- Supported recruitment coordination and record maintenance

TX Labz – Intern

HR Department (2022)

- Helped streamline onboarding documentation
- Participated in interview scheduling and resume screening



Residence:

Johar Town, Lahore



Contact Num:

0318-4613515



Email:

professional.OTS@Gmail.com



[LinkedIn profile](#)