**CURRICULUM VITAE**

**Naveed**

**Naveed.151037@2freemail.com**

**PERSONAL INFORMATION**

* Date of birth 18-01-1992
* Nationality: Pakistani
* Marital Status: Unmarried
* Health: Good

**OBJECTIVES:**

* To work in a dynamic organization and to demonstrate my full potential through excellence in area of work.
* To study more efficiently in doing so solving the most challenging issues associated with it.

**Professional Skills:**

* Manage the daily time table schedule.
* Give information to students as well as teachers regarding classes.
* Handle new enquiries & make new admissions.
* Provide daily report of attendance of students & teachers.
* Deliver lecture daily.
* Give assignments to students.
* Arrange weekly presentations delivered by students

**PERSONALITY AND STRENGTH:**

* Confident
* Leadership Qualities
* Hard working
* Honesty and dedication are my proud assets
* Dedication

**ACADEMIC RECORD:**

**QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| Degree | **Div.** | **Board/University**. |
| Bs (H) Physics | 1st | Government.College.Universty Faisalabad Pakistan |
| D.A.E Electrical | 1st | Punja Punjab of Board Technical Education Lahore Pakistan |
| Matriculation | 2nd | Faisalabad Board |
| Diploma in Computer Application  | 1st | Punjab of Board Technical Education Lahore |

**Experiences:**

* Now Working as PSBD Security Officer in Group 4 Security Company. (2017 to Cont.…).
* Working as Accountant/ office assistance/Store Quality Supervisor Pest control chemical Government Agriculture Research Institute Faisalabad Pakistan. (2012-2016).
* One year experience is associate Engineer at Shaker Gang Sugar Mills Pakistan.(2010-2011)
* Part time working as Teacher in Kamal Foundation School Faisalabad (2012-2013).
* Part time working as Lecturer in Medina Group of Colleges Faisalabad (2014-2016).

**COMPUTER SKILLS:**

Computer proficiency conversant computerized environment having excellence over the following.

* Microsoft Windows Xp, Windows 7, Window 8, Window10
* MS Office Word
* MS Office Excel
* MS Office PowerPoint
* Internet Browsing
* Software Installation

**COMMUNICATIONS SKILLS**

* English
* Urdu