**First Name of Application CV No 1622028**

Whatsapp Mobile: +971504753686



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D.O.B : 03-03-1983

Gender : Male

Nationality : Pakistani

Marital Status : Married

**Career Objective**

Seeking a challenging, performance based and rewarding position in a reputed and progressive organization with an aim to enhance the credibility and goodwill of the organization and to develop professional skills and expertise on continuous basis.

**QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **Degree** | **INSTITUTION** | **PASSING YEAR** |
| M.A (Political Science) | University of Peshawar | 2014 |
| B.A (Bachelor of Arts) | University of Peshawar | 2010 |
| Diploma of Associate Engineer(Electronics) | Kabir College of TechnologyPeshawar | 2004 |
| Secondary School Certificate | Ghazali Puclic School Jamrud | 2000 |

**COMPUTER SKILLS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** | **Institute** | **Duration** | **Passing Year** |
| D.I.T | AL khidmat Institute Peshawar | 01 Year | 2005 |
| M.S Office | Al Khidmat Institue Peshawar | 06 Months | 2005 |
| M.S Access | Al Khidmat Institute Peshawar | 02 Months | 2005 |

**WORKING EXPERIRECE:**

* **North West General Hospital and Research Centre Peshawar Pakistan.**

**From:02/08/2003 to 30/06/2005**

**Designation: Security Guard**

**Responsibilities:**

* **Monitoring Hospital equipments**
* **Secures premises and personnel by patrolling**
* **To facilitate the masses**
* **Permitting entry to masses**
* **Maintain safe and secure environment for customers and employees**
* **NADRA: (National Database and Registration Authority) Govt: of Pakistan**

**From 13/07/2005 to 10/02/2008**

**Designation: Data Entry Operator**

**Responsibilities:**

* Fill the applicant form on computer
* Scan the documents
* Get thumb impressions from applicants
* Work at photo station in office
* Issue Token to applicants and Delivered ID cards to applicants
* Maintain file work and Office record.

* **FRDP: (FATA Rural Development Project)Pakistan, Funded by Asian Development Bank**

**From 11/02/2008 to 30/06/2013**

**Designation : Computer Operator**

**Responsibilities:**

* Make progress report on monthly and annually basis
* Prepared working estimates
* Done Accounts work
* Typed letters
* Keep office record
* Computer, printer, and scanner maintenance
* Software and hardware installations
* **Rehman Medical Institute at Peshawar Pakistan.**

**From 21/08/2013 to 30/04/2014**

**Designation: Data Entry Operator**

**Responsibilities:**

* Typing Ultra Sound , X-ray, CT-Scan, MRI reports at radiology department.
* Also done duty on reception and deal the patients.
* Attend telephone calls and Transfer calls to concern person.
* **SMEDA (ERKF Project, Economic Revitalization of Khyber Pakhtunkhwa and FATA ) funded by World Bank.**

**From 01/04/2014 to 31/12/2015**

**Designation : Junior Field Coordinator**

**Responsibilities:**

* Educating SME about project
* Maintaining Data Base
* Assisting Senior Field Coordinator in documentation of cases
* Visit to the sites

**INTERESTINGS:**

* Organized several extracurricular programs at college level.
* Playing several games.
* Founding of travelling and hunting.
* Reading of books and newspapers.
* Use internet.

**LANGUAGES:**

|  |  |  |  |
| --- | --- | --- | --- |
| English | Reading | Writing | Speaking |
| Urdu | Reading | Writing | Speaking |
| Pashto | Reading | Writing | Speaking |