**YOUSAF**

**Current Address:** UAE Dubai.

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|  |
| Email | : yousaf-394868@2freemail.com  |  |
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**NOTE:** I Have Total **5-Years** of Experience as **Document Controller Cum Admin** in Field of education andadministration.

**OBJECTIVE:**

To encourage creativity and looking forward to work in an organization that could develop my abilities. I am sure that I am competent enough to undertake any task allotted to me to the fullest of my capabilities and produce exceptional results for the organization and at the same time enhance my personal knowledge in the related industry.

**PROFESSIONAL EXPERIENCE:**

**Accountant** for 3 Years



**Institution Profile:** TheUniversityis a unique institution of higher learning

which integrates the two parallel streams of religious and other education systems **Document Controller** for 2 years atcollege KPK-Pakistan



**Projects Handled (With British Council):**

* Teacher Training Program
* Communication Skills
* IT Awareness and Presentation skills



**JOB RESPONSIBILITIES:**

* Numbering and Filing documents
* Checking, editing and distribution of incoming documents
* Confirming delivery of documents
* Cooperation and communication with Managing Director, Principal and Vice Principal
* Accurate and efficient preparation and management of documents
* To control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or departments
* Possibly maintaining the company social media accounts
* General office management such as ordering stationary



**General Job Skills**

* Excellent office management and Good knowledge of up to date curriculum
* Strong teaching competency and proven Leadership skill
* Flexibility/adaptability–ability to handle change and adapt to new environment
* Ability to lead team of teachers and academic Trainers Interpersonal & Communication skills.
	+ **Educational Qualification**

**Master in Economics** from University of Swat Pakistan in 2015



**BA in (Economics and Statistics)** from University of Swat Pakistan in 2013



**F.Sc (Pre-Engineering)** From BISE Swat Pakistan in 2011 **SSC (Science) in BISE** Swat Pakistan in 2009



* **Professional Degrees in Education:**

**Bachelor of Education (B.Ed.)** from AIO University Pakistan in 2016



**PTC (Primary Teaching Certificate)** From AIO University Pakistan



**Additional Certification / Diploma**

* Diploma of Information Technology
* Environmental Protection certificate

**Computer Skills**

MS Office (Advance Version), Software and hardware installation

**Languages**

Urdu (Fluent), English (Fluent), Pashto (Fluent), Arabic (Medium)

**Interest**

New Techniques of Teaching, News and various indoor and outdoor activities

**Personal Detail**

**Date of Birth:**

25-02-1992

**Marital Status:**

**Nationality:**

Married

Pakistan

**Visa Status:**

**Driving License:**

Tourist Visa

LTV (PK)

**Yours Faithfully**

**YOUSAF**