

JIBRAN RASHEED



CAREER OBJECTIVE:

To become a professional in my specialized fields

ACADEMIC QUALIFICATIONS:

Degree / Certificate	Institution & Year	Marks
Ms (MS) 2014	IQRA UNIVERSITY	CGPA 3.22
MBA (MKT) 2010	NUML UNIVERSITY	CGPA 3.71
B.COM 2008	PCC	64%
ICS 2006	PCC	60%
SSC 2003	NEW SIDDIQUE PUBLIC SCHOOL	75%

PROFESSIONAL QUALIFICATIONS:

Certificate /Course	Institution & year	Result/ score
>Computer basics > Software Installation	Al-Taleem Academy Rawalpindi (2015)	A

INTERNSHIP

- Internship in Soneri Bank for 3 months, in which I learned about Account Opening, clearing, remittances, ATM.

EXPERIENCE & JOB DESCRIPTION

- Currently serving a **VicePrincipal** n Rawalpindi College of Commerce & Sciences since February 2024
- Marketing and Admission Officer in **Rawalpindi College of Commerce & Sciences** since August 2019 till date.
- Lecturer in **Rawalpindi College of Commerce & Sciences** August 2017 to August 2019
- Lecturer in **Paigham group of college** Sep 2016 till August 2017
- Worked as Senior Vice Principal in **Al-Taleem School** in Feb 2015 till June 2016
- In August 2013 promoted as vice-principal in **Al-Taleem School**
- Joined Al-Taleem School as Teacher in June 2011

ACHIEVEMENTS

- Received Malik Khalid Miraaj Award by the hand of honorable Iftikhar Ahmed Chaudhry (Ex- Chief Justice of Pakistan)
- First Division throughout the academic career.
- Organized seminars, events, curricular and co-curricular activities in college and in university.

PERSONAL ATTRIBUTES

- Reliable and punctual.
- Excellent attention to detail and quality.
- Good organization and administrative skills.
- Excellent communication and Interpersonal skills

REFERENCE

Shall be furnished on demand

Father's Name:
Rasheed Ahmed

Date of Birth:
15-June

Religion:
Islam

Marital Status:
Married

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0313-5066636

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com

Address
SA 855/A-5 St. # 02
Sadiqabad Rawalpindi

Languages:
Urdu
English
Punjabi

Computer Skill :
Office Automation

Command over
Microsoft Office.

Computer Utilities &
software Installation,