

Sajjad Ahmed

Tayyaba Restaurant, Chaudhry Hidayat Market, Lakhu Road, New Chakra,
Rawalpindi Pakistan
Res:03139988300, Off: Mob:03453710150,03139988200
Email: sajjadnims@gmail.com



Personal Information

Father's Name	Muhammad Siddique	Religion:	Islam
Nationality By Birth:	Pakistani	Gender:	MALE
Nationality At Present:	pakistani	Marital Status:	Married
Domicile:	Sindh	Medical Category:	A
Date of Birth:	12-Dec-1981	Place of Birth:	Abbottabad
Expected Salary:		Present Employment:	Unemployed

Contact Information

Mailing Address:

Address: Tayyaba Restaurant, Chaudhry Hidayat Market, Lakhu Road, New Chakra,
City: Rawalpindi
Country: Pakistan
Phone (Res): 03139988300
Phone (Off):
Email: sajjadnims@gmail.com
SkypeID: -

Permanant Address:

Address: Mohalla Sairi, Village Makrila, P.O Rankot, Tehsil & District, Abbottabad
City: Abbottabad
Country: Pakistan
Mobile (One): 03453710150
Mobile (Two): 03139988200
Fax:

Spouse Information

Status	Un-Emp
Profession	Other
Name	Nadia Bibi
Contact	03101503900
Designation	
Employer	

Academic Information

1. M.A Islamic Culture (Jul-2005 - Jun-2007)

Qualification	MSc /MBA / MCPS / Equivalent (16 years)
Duration	From: Jul-2005 To: Jun-2007
Div/%age/GPA	2nd
Subjects/Specialization	Islamic Culture
Board/University	University of Sindh, Jamshoro
Degree Status	Completed

2. B.A (Dec-2001 - Dec-2003)

Qualification	BE / BS / BBA / MBBS / BDS / Equivalent (15/16 years)
Duration	From: Dec-2001 To: Dec-2003
Div/%age/GPA	2nd
Subjects/Specialization	Arts
Board/University	University of Sindh, Hyderabad
Degree Status	Completed

3. Pre Engineering (Aug-1998 - Dec-2001)

Qualification	Intermediate / A Level / Equivalent
Duration	From: Aug-1998 To: Dec-2001
Div/%age/GPA	2nd
Subjects/Specialization	Pre Engineering
Board/University	BISE Hyderabad
Degree Status	Completed

4. SSC (Mar-1996 - Mar-1998)

Qualification	Matric/ OLevels / Equivalent
Duration	From: Mar-1996 To: Mar-1998
Div/%age/GPA	B
Subjects/Specialization	English, Maths, Chem, Phy
Board/University	BISE Hyderabad
Degree Status	Completed

Professional Qualification Information

1. DIT (Mar-2003 - Apr-2004)

Institute	Royal Institute of Information Technology
Remarks	

2. Short Course (Feb-2002 - Jul-2002)

Institute	Royal Institute of Information Technology
Remarks	MS Office Course

3. Spread Sheet Analysis (Aug-2010 - Aug-2010)

Institute	Pakistan Computer Bureau
Remarks	It was a two weeks short course program offered by PCB

Employment Details

Total Experience : 18 Years, 5 months, 12 days

1. Cashier (Mar-2024 - Aug-2024)

EmploymentType	Professional
Organization	Tayyaba Restaurant
Location	Rawalpindi
Job Description	Handling cash on counter

2. UDC (Jun-2007 - May-2012)

EmploymentType	Professional
Organization	NUST Business School (NBS), Islamabad
Location	Islamabad
Job Description	I worked as UDC in Registration section of exam branch. I was only on person to represent the section. I was dealing with Registration of new students, making of sections, issuance of Roll numbers, Joining reports of students, withdrawal cases of students, freezing of semester cases, safe custody of original documents of new students and issuance of documents after getting clearance from students.

3. Office Assistant (Sep-2024 - Present)

EmploymentType	Professional
Organization	NUMS
Location	Rawalpindi
Job Description	Office Assistant dealing as head clerk of the branch & dealing LP section for purchase of local items for admin Dte. Preparation of comparative statement for purchase of items. Preparation of Min sheet for approval and payments to Firms. Preparation of Min Sheet for MDCAT and NRE Exam. Adjustment of Advance cash taken for unseen expenditure (Petty Cash). Contracts of NUMS multiple campuses across Rwp / Isd. Monthly / Quarterly payment of Rent of Hired buildings of NUMS Campus. Extension of con

4. Assistant (May-2012 - Feb-2024)

EmploymentType	Professional
Organization	NUST

Location	ICT Dte NUST, Islamabad
Job Description	Employment, extension in contract tenure, removal from probation, promotion, ,resignation of ICT Dte Staff as and when required. - AA Reports staff and officers, accommodation affairs, Medical cases of staff and officers of ICT Dte, discipline matters (Explanationa and warning), transport, monthly payment of Pay to Internee, Leave record of Staff. Maintenance works of repair/maintenance of building. - Submission of report & returns.

Awards & Scholarships

No Records to display.

References

1. Mir Wali Khan

Type of Contact	Reference
Designation	DPA
Address	NBS
Phone	90853007
Fax	
Email	

2. Azhar Mushtaq

Type of Contact	Reference
Designation	Stenographer
Address	ICT Dte NUST
Phone	90851122
Fax	
Email	azhar@nust.edu.pk

Academic/Previous Employment Information

1. Other Documents ([View](#))

Type of Document	Academic
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2. Other Documents ([View](#))

Type of Document	Academic
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3. Other Documents ([View](#))

Type of Document	Academic
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4. Other Documents ([View](#))

Type of Document	Academic
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5. Masters Documents ([View](#))

Type of Document	Academic
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6. Bachelors Documents ([View](#))

Type of Document	Academic
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7. Intermediate Documents ([View](#))

Type of Document	Academic
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8. Matric Documents ([View](#))

Type of Document	Academic
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9. Experience Certificate ([View](#))

Type of Document	Employment
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10. Experience Certificate NUST ([View](#))

Type of Document	Employment
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