



Personal Information:

Name: Naveed Khattak
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Date of Birth: 04 August 1996
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Career Objective

To work in a prestigious organization or higher education institution (HEI) that offers opportunities for professional growth, skill enhancement, and career advancement in administration and management. I aim to contribute meaningfully to organizational success by utilizing my dedication, coordination abilities, and work ethic. I strive for continuous improvement and am confident that my dependability and talent will exceed expectations.

Professional Experience:

Academic Officer

Faculty of Engineering, Capital University of Science and Technology (CUST), Islamabad

Duration: November 2021~Present

- Managing academic documentation, records, and departmental coordination.
- Supporting faculty and students in administrative processes.
- Assisting in organizing departmental activities, exams, and academic events.
- Liaising with other departments for smooth academic operations.
- Preparing agenda items and drafting meeting minutes for the Board of Faculty (BoF) and Industrial Advisory Board (IAB) meetings.
- Nominated as the focal person from CUST to coordinate with the Pakistan Engineering Council (PEC).

Coordinator

Excel Lab, Head Office, Islamabad

Duration: July 2021 ~October 2021

- Managed internal coordination among departments and branches.
- Supervised administrative tasks and report handling.
- Facilitated communication with clients and provided support services.

Internship (Site Assistant)

Gullen Khel Gul Construction Company, Islamabad

Duration: June 2019 ~ September 2019

- Assisted in managing site documentation and operations.
- Maintained daily progress records and coordinated with field teams.

Bronze Member (Network Marketing)

Tiens Multinational Company, Islamabad

Duration: September 2017 ~ September 2018

- Participated in marketing and sales strategies.
- Conducted product presentations and built customer networks.
- Earned recognition for consistent performance.

Academic Qualifications

Degree	Institution	Year
BBA (Hons)	The University of Lahore (Islamabad Campus)	2019
HSSC (Pre-Engineering)	Iqbal Memorial College, Nowshera Cantt	2014
SSC	Iqra School and College, Jahangira, Nowshera	2012

Technical Skills

- Operating Systems: Windows 7, 8, 10
 - Proficient in MS Office and administrative software
 - Good typing speed
 - Strong documentation and reporting skills
 - Effective coordination and communication within teams
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Field of Interest

- Academic Administration
 - Office Management
 - Student Affairs
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Achievements & Awards

- Certificate of Best Performance – Tiens International Company, Islamabad
 - Certificate of Participation to attend “Professional Writing Skills” Training at CUST
 - Shield of Appreciation to Successfully conducted Science Fair & ROBOCUST 2024 and 2025 at CUST
 - Shield of Appreciation to Organized Robotics Competition at CUST
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Languages

- English
- Urdu
- Pashto