

SADDIF NAZ

Address: House No 3051/1130, Near Masjid Dawat Ul Haq, Lane No 06, Peshawar Road, Rawalpindi.

Contact No: 0321-4744954, 0331-4736011 - **Email:** saddif123@gmail.com

Objective: It is my ambition to work with a prestigious organization in order to increase knowledge experience in dynamic and learning environment where able to show my abilities.

Personal Information:-

▪ Father's Name	-	Muhammad Boota
▪ Date of Birth	-	13 Sep 1991
▪ CNIC No	-	35201-6259493-4
▪ Religion	-	Islam
▪ Marital Status	-	Married
▪ Language	-	English, Urdu, Punjabi
▪ Domicile	-	Punjab

Education:-

- MSBA (Masters of Science in Business Administration), 2016 -
CGPA - 3.74 (Management), Lahore Garrison University
 - BBA (Hons), (Human Resource Management), Fazaia inter college for women IHR 2014 -
CGPA - 2.67
 - Intermediate (Pre Medical), Federal Board Islamabad, 2010 -
1st Div
 - Matric (Science), Federal Board Islamabad, 2008 -
1st Div
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Experience:-

- Currently working as Senior clerk in NUST University Islamabad since Jan 2024.
 - 2.5 Years working experience in Allied Schools as Admin / Coordination Officer.
Area of Responsibility
 - Handling of Office Administration Matters.
 - Induction of Teachers and Coordination with Head Office.
 - Dealing with Parents, Teachers and Students.
 - Conduct of Parents/ Teachers Meetings.
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Skills:-

- Completed 06 Months Computer Diploma - Good knowledge of Computer (MS Word, MS
 - Good command on spoken and written English.
 - Creative thinking, Management, Good Communication and Performing Skills.
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Reference:-

- Will be furnished on request.