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**HOUSE NO DN-231/1, STREET NO, 4 SECTORS 4-A
KHYBER-E-SIR SYED RAWALPINDI.
FATHER NAME: MUHAMMAD ALAM.
D.O.B: APRIL -21,1992
CNIC: 37405-8407261-0**

CAREER OBJECTIVE:

Seeking a responsible position in a well-reputed organization and want to work in a dynamic environment that expedites my professional growth and enables me to exploit my abilities to the fullest.

ABOUT ME:

I am a Responsible, hard-working, confident, and self-motivated, Person. I want to do work pragmatically in an organization where I can show my talent and enhance my skills to meet company goals and objectives with full integrity and zest.

PROFESSIONAL EXPERIENCE:

Step (2020)- June(2024): Worked as an assistant at "HEC" attestation department and Correspondence department

Qualification:

Course /Degree	Institute /Board	Year of passing	CGPA/ Division
Bs (hon)- Mass Communication	National University of Modern Languages Islamabad	2015	1 st
F.A	BISE Rawalpindi	2010	2 nd
S.S.C	BISE Rawalpindi	2008	2 nd

Interpersonal Competencies:

- ◆ Leadership.
- ◆ Creativity, Problem-Solving skills, Able to meet deadlines.
- ◆ Decision-making, Multi-tasking, Ability to work independently as well as with team.

Key Skills:

Office Skills: *Office Management* *Event Management*
Records *Scanning,*
Internet, Typing

**Computer
Skills:**

MS Word
MS Excel
MS PowerPoint

Language skills

1. Good written & communication
2. Good English speaking

References:

Will be Furnished on Demand.

