

MUHAMMAD MOHSIN ISHAQUE QURESHI

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House No. House No.1563, Street. 18/2, Block 'C', 09, National Police Foundation Housing Society, Islamabad.

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Objective:

To work for a reputable organization where I can exhibit my Personal skills and experiences to benefit the Organization and grow in the same channel.

Strengths:

- Educational Management
- Self Motivated & Result Oriented
- Team player also perform individual tasks

Educational Background :

S No. Degree Board/ University	Year	Division
1. M.A (Pol.Science) University of Punjab	2016	Second div
2. M.A (Education) University of Punjab	2014	First div.
3. B.A University of Sargodha	2010	Second div.
4. F.A BISE Rawalpindi	2008	Second div.
5. Metric BISE Rawalpindi	2006	Second div.

Work Experience:

1. Preston University Islamabad

Designation: Examination branch

Year: 2014-2020

2. SZABIST Islamabad

Designation: GSO (Graduate Staff Officer)

Year: 2017-2022

Trainings& Courses:

- Certificate in Computer Applications (Tevta.Rwp)
- English Language courses (Tevta,Rwp)

Computer Skills:

- Microsoft Word
- Microsoft Excel
- PowerPoint
- Mailing etc

Administrative knowhow:

- To Control and Manage the situation.
- File work related to Admin.
- Complete the tasks assign by the head/supervisor.

Hobbies:

- Reading book
- Surfing internet

Personal Information:

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|------------------|---|----------------------------------|
| • Father's Name | : | Muhammad Zain-ul-Abideen Qureshi |
| • Domicile | : | Jhelum (Punjab) |
| • Marital status | : | Single |
| • Religion | : | Islam |
| • Nationality | : | Pakistani |

Reference:

Will be given on demand