

Junaid Gul

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CAREER OBJECTIVE

Self-actualization as an enthusiastic professional motivated to work as a team member in the challenging environment, with an organization that nurtures the competencies of its members.

I am a self-motivated hardworking individual who loves challenging and interesting work assignments and I believe in a positive attitude.

EDUCATION

Academics

- **2009 – 2011** F.A (Arts) (47%) BISE-
RWP
Government degree college Taxila Rawalpindi punjab. .
- **2006-2008** Matriculation (science) (47%) BISE
MARDAN BISE-MARDAN
Govt. High school yarhussain District swabi kpk

WORK EXPERIENCE

Professional Experience

- University of Engineering and Technology, Taxila. (3 Month, From 13/01/2014 to 12/03/2014)
Worked as **Internee (on Job Trainig)**.
- Virtual University of Pakistan. (3 Year 4 Months, From 14/10/2016 to 15/02/2020)
Worked as **Office Support Staff** in University.
- Air University Aerospace and Aviation Campus, kamra (1 years, From 17/02/2020 to 17/02/2021)
worked As a **Libraray Attendant** in University.

Professional Courses

- **Restaurant Manager.** (6 Months, From 01/05/2014 to 30/10/2014)
Institute of Tourism and Hotel Management (ITHM) Rawalpindi.
- **Computer Application and office Professional.** (01 Year, From 01/01/2013 to 28/02/2014)
) Vocational Training Institute Taxila, Rawalpindi

PERSONAL INFORMATION

- Father's Name: Amin Gul
- Religion: Islam
- Nationality: Pakistani
- Gender: Male
- CNIC #: 16201-3018817-5
- Domicile: (Pakistan)
- Marital Status: Single

COMPUTER SKILLS & COMPETENCES

- MS Power Point
- MS Office (word)
- MS Excel
- MS Project
- Hardware and Software installation.

OTHER USEFUL INFORMATION

- **Top Skills**

- Communication Skills
- Team Player
- Presentation Skills
- Leadership
- Interpersonal Skills
- Analytical Skills

- **Languages**

- English
- Urdu
- Pashto