



Waqas Ashraf

ID: 3440148217807 **Work permit:** Pakistan **Nationality:** Pakistani **Date of birth:**

30/12/2004 **Phone:** (+92) 3478722925 (Mobile) **Email address:**

waqasashraf627916@gmail.com **Whatsapp Messenger:** 3478722925

Facebook: [Waqas Ashraf](#) **LinkedIn:** [Waqas Ashraf](#) **Instagram:**

[waqas_ashraf.1](#) **Address:** Post office khass Mumdana District mandi bhudin tehsil phalia, Morgah Rawalpindi Pakistan, Rawalpindi, Pakistan (Home)

ABOUT MYSELF

A highly motivated and detail-oriented individual with strong communication, teamwork, and problem-solving abilities. Passionate about learning and continuously improving skills while contributing effectively in a professional environment. Dedicated to delivering high-quality work with honesty, responsibility, and a strong work ethic.

EDUCATION & TRAINING

Matric

Alnor Memorial Public Secondary School Rerka bala

City: Rerka Bala

Website: <https://www.facebook.com/groups/3075356896101109> | **Field(s) of study:** Matric:

Inter

Rawalpindi College Of Commerce And Sciences

City: Rawalpindi

Website: <https://rccs.edu.pk/> | **Field(s) of study:** ICS :

BC Computer Science

University Of rawalpindi

City: Rawalpindi

Website: <https://www.uor.edu.pk/> | **Field(s) of study:** Bachelor In Computer Science:

WORK EXPERIENCE

COTHM Rawalpindi - Pakistan, Rawalpindi

Link: https://drive.google.com/file/d/1RIHgranD4bKarckYNq8R_-8ETrcJTqu7/view?usp=drive_link

IT Assistant

[13/10/2023 - 11/02/2024]

I was working as an IT Assistant I involved in software based portal operator mators.

Rerka dairy - Pakistan, G9 Markaz Islamabad

Assistant General Manager

[21/07/2024 - 30/03/2025]

Assist to my GM for various domains.

SKILLS

CERTIFICATIONS

[Punjab Computer College, 02/12/2022]

Office Management MS POWERPOINT, MS.ACCESS, INPAGE , ENGLISH TYPING SPEED 42 W.P.M , INTERNET USAGE

Mode of Learning: Work based

Link: https://drive.google.com/file/d/1HWPQUIMifYnTVJEg1_MdXLKbh0yS6rMa/view?usp=drive_link

[Sir Syed Educational Institutions, Tipu Road , Rawalpindi, 16/10/2022]

Certification Of Participating In Speech Competition Topic : Life of Prophet Hazrat Muhammad (S.W.T)

Mode of Learning: Presential

Link: https://drive.google.com/file/d/1s2rT0hSCN4UFBUMZkqgU3g_VpcrzZjSH/view?usp=drive_link

[University Of Rawalpindi, 22/05/2024]

PEACE OF MIND CLINIC This certificate confirms attendance and participation in the Psychology Seminar , highlighting their dedication to field of Psychology.

Mode of Learning: Work based

Link: https://drive.google.com/file/d/1WACTrFFshnC_103fFXddczsR8n8oE_ix/view?usp=drive_link

[COTHM Rawalpindi, 29/06/2023]

Chef Under Punjab Skill Development Funding ,I received certificate of "Professional Chef" after completing of my 3 months course.

Mode of Learning: Work based

[University Of Rawalpindi, 31/12/2024]

Sport Gala 2025 Certificate Of Participation in Sport Gala 2025.

Mode of Learning: Work based

Link: https://drive.google.com/file/d/1WACTrFFshnC_103fFXddczsR8n8oE_ix/view?usp=drive_link

[University Of Rawalpindi, 10/03/2025]

Organizer Of The Welcome Party Certificate of Appreciation in recognition of my outstanding efforts and valuable contribution as a student organizer for the wellcome party at University Of Rawalpindi.

Mode of Learning: Presential

[Punjab Arts Council]

Inter University Drama Competition 2026 It was my great achievements as a actor in front of senior actors like Anjum Habibi. We represent "NASHY SY INKAR ZINDGI SY PIAR " drama at Punjab Arts Council Rawalpindi.

Mode of Learning: Presential

Link: https://drive.google.com/file/d/1WACTrFFshnC_103fFXddczsR8n8oE_ix/view?usp=drive_link