

MUHAMMAD ABDULLAH KIANI



Address: House Number: NA 176, 7th Road, New Malpur,
Satellite Town, Rawalpindi, Pakistan

Postal Code: 46300

CNIC Number: 37405-1479294-3

Contact Number: +92 333 3160006

Date of Birth: 29th January,01

OBJECTIVE

Looking for the workplace where I can showcase my skills and contribute in growth of organization.

EXPERIENCE

- **Bilal Hospital, Rawalpindi**

Front Desk Officer | January 2021-August 2022

- **Abacus Consulting, Islamabad**

Customer Sales Representative | March 2022-August 2022

- Tim Hortons

Crew Member |3years

Responsibilities:

- Computer Base Work
- Customer Dealing

QUALIFICATION

- **Assosiate Degree in Arts**

University of Punjab (2023)

- **Intermediate (Computer Science)**

Army Public School & Collage System, Hamza Camp Rawalpindi (2018-20)

- **Matric (Computer Science)**

COURSE

- **Spoken English Course**

Nucom Institute of Information Technology (August 2020- November 2020)

- **Receptionist Course**

Collage of Tourism and Hotel Management (April 2023-September 2023)

- **Food And Beverage Management**

Universtia Bacconi (Coursera)

PROFESSIONAL SKILLS

- Analysis data.
- Excellent analytical and problem solving skills.
- Ability and motivate to learn quickly.
- Good command over Microsoft Office, Power Point, Excel, word.
- Communication skills and Interpersonal skills.



PAKISTAN

ISLAMIC REPUBLIC OF PAKISTAN

National Identity Card



Name

Muhammad Abdullah Kiani

محمد عبد اللہ کیانی

Father Name

Raja Naeem Akhtar Kiani

راجہ نعیم اختر کیانی

Gender

M

Country of Stay

Pakistan

Identity Number

37405-1479294-3

Date of Birth

29.01.2001

Date of Issue

30.04.2023

Date of Expiry

30.04.2033

Holder's Signature

(Signature)

موجودہ پتہ: سیونٹھ روڈ، مکان نمبر NA.176، محلہ سیٹلاٹ

37405-1479294-3

ٹاؤن، راولپنڈی



مستقل پتہ: سیونٹھ روڈ، مکان نمبر NA.176، محلہ سیٹلاٹ

ٹاؤن، راولپنڈی

505552315698



Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں



UNIVERSITY OF THE PUNJAB

RESULT INTIMATION CARD

Associate Degree in Arts

Academic Session (2021-2023)

Registered Number : 2023-z-20 CNIC No : 37405-1479294-3
 Name of the Candidate : Muhammad Abdullah Kiani
 Father's Name : Raja Naeem Akhter Kiani
 Institute/District : RAWALPINDI



12541185

Roll No. 010794 Associate Degree in Arts Part-I (Supplementary-2023) Held in Feb.-Mar, 2024

Sr.# 000491

Sr. No.	Subjects	Detail of Marks						Marks Obtained	Max Marks	Remarks
		Theory			Practical / Viva					
		A	B	C	A	B	C			
1	Islamic Studies/Ethics and Pakistan Studies	31	33					64	100	
2	English Language	33						33	100	
3	Islamic Studies	54						54	100	
4	Journalism	48						48	100	
5										
6										
7										
8										
9										
		Pass (By Parts)						199	400	

Pass (By Parts)

199

400

Roll No. 149313 Associate Degree in Arts Part-II (Annual-2023) Held in August, 2023

Sr.# 191721

Sr. No.	Subjects	Detail of Marks						Marks Obtained	Max Marks	Remarks
		Theory			Practical / Viva					
		A	B	C	A	B	C			
1	English Language	44						44	100	
2	Islamic Studies	47						47	100	
3	Journalism	62						62	100	
4	Persian (Optional)	65						65	100	
5										
6										
7										
8										
9										

Pass

218

400

417 II Div.

Note: This result intimation is issued, errors and omissions excepted, as a notice only. An entry appearing in it does not itself confer any right or privilege independently to the grant of a proper Certificate/ Diploma/ Degree, which will be issued under the regulations in due course.

997608

Senate Hall, Lahore

Result Date : Dec. 20, 2023

Print Date : May 13, 2024

Assistant Controller Examinations



Muhammad Abdullah Kiani S/o Raja Naeem Akhter Kiani

Sr.#
191721

H No Na-176 7th Road New Maipur Satellite Town Rawalpindi

FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION ISLAMABAD

Serial No. 828362

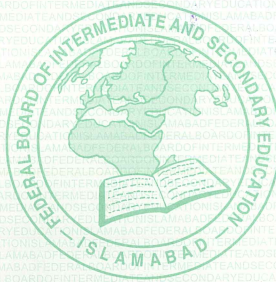
Certificate No. 284300550/052152

Roll No. 537870

Registration No. 2028303012

Group SCIENCE GENERAL

Attempt(s) FIRST



HIGHER SECONDARY SCHOOL CERTIFICATE EXAMINATION ANNUAL 2020

Certified that MUHAMMAD ABDULLAH KIANI

Son / Daughter of RAJA NAEEM AKHTER KIANI



has qualified for award of Higher Secondary School Certificate

as a REGULAR CANDIDATE from

HAMZA ARMY PUBLIC SCHOOL & COLLEGE, STADIUM ROAD, RAWALPINDI

as per statement of marks given below and has obtained grade C

His/Her mark of identification : ----

SUBJECT - WISE STATEMENT OF MARKS

S.No.	Subject(s)	MARKS	
		Maximum	Obtained
1	ENGLISH COMPULSORY	200	102
2	URDU COMPULSORY	200	142
3	ISLAMIC EDUCATION	050	032
4	PAKISTAN STUDIES	050	032
5	ECONOMICS	200	066
6	MATHEMATICS	200	082
7	COMPUTER SCIENCE	200	125
	TOTAL	1100	581

The marks awarded for part-II is the best prediction of the performance on the formulae approved by the Govt. of Pakistan

(Marks in words) Five Hundred Eighty One



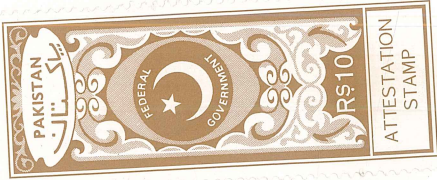
Islamabad Dated March 01, 2021

Checked by: [Signature]



[Signature]

SECRETARY



06 SEP 2024

Checked by Abdul Jabbar Detho
Assistant Director (Cons-II)

COUNTERSIGNED ONLY
Ministry of Foreign Affairs is not
responsible for the
contents of the documents

GRADING FORMULA		PERCENTAGE OF MARKS	
GRADE	REMARKS		
A	Exceptional	80% and above	below 40% to minimum Pass marks
B	Excellent	70% and above but below 80%	40% and above but below 50%
C	Very Good	60% and above but below 70%	50% and above but below 60%
D	Good	40% and above but below 50%	
E	Fair		
	Satisfactory		



ATTESTED

1218
2

SSC No:- A320045

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

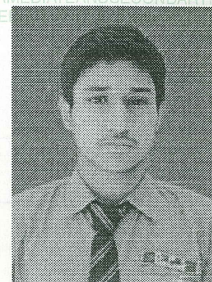
C.No. 124320/1895129



Board of Intermediate and Secondary Education, Rawalpindi

SECONDARY SCHOOL CERTIFICATE EXAMINATION

ANNUAL 2018



Certified that MUHAMMAD ABDULLAH KIANI

Son/Daughter of RAJA NAEEM AKHTER KIANI

whose particulars

are given below has passed the Secondary School Certificate Examination

held in the month of MAR-APR 2018

Roll No 146885 Securing 782

Marks (SEVEN HUNDRED EIGHTY-TWO)

Grade awarded A

Registration No. 16855010067

Group of Subjects SCIENCE

As a whole / In Parts

AS A WHOLE

Regular / Private

REGULAR

District/Institution DIVISIONAL PUBLIC SCHOOL (BOYS BRANCH) SHAMAS

ABAD MURREE ROAD RAWALPINDI

Date of birth (in figures)

29-01-2001

(in words)

29th January

TWO THOUSAND ONE

SUBJECT - WISE DETAIL OF MARKS OBTAINED

S.NO	NAME OF THE SUBJECTS	MAXIMUM	OBTAINED
1	ENGLISH (COMPULSORY)	150	110
2	URDU (COMPULSORY)	150	096
3	PAKISTAN STUDIES (COMPULSORY)	100	077
4	ISLAMIYAT (COMPULSORY)	100	088
5	MATHEMATICS (COMPULSORY)	150	102
6	PHYSICS	150	105
7	CHEMISTRY	150	106
8	COMPUTER SCIENCE	150	098
TOTAL		1100	782

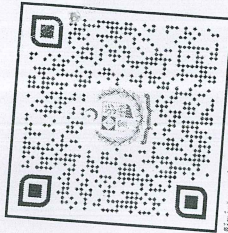
INTERNAL GRADE : A



Rawalpindi, dated: 08 JULY, 2020

SECRETARY

Note:- This certificate is issued without alteration/erasure.



Ministry of Foreign Affairs, Pakistan
HQ6401aan

ATTESTED



INTER BOARDS COORDINATION
COMMISSION (IBCC)
CE000001218
SSC/Matric

- | | | |
|----|-------------------------------------|--------------|
| A+ | 80% Marks and above | Distinction |
| A. | 70% and above but below 80% | Excellent |
| B. | 60% and above but below 70% | Very Good |
| C. | 50% and above but below 60% | Good |
| D. | 40% and above but below 50% | Fair |
| E. | Less than 40% to minimum Pass Marks | Satisfactory |

MUHAMMAD ATIF
Assistant Director (Admin)
Inter Boards Coordination Commission (IBCC)
Ministry of Federal Education &
Professional Training Islamabad.

12.6 JUL 2024

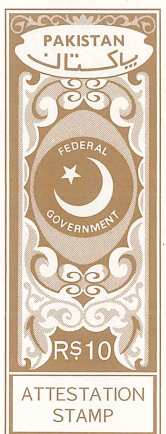
PREPARED BY

NAME

CHECKED BY

NAME

ZIAFAT HUSSAIN ABBASI
Office Superintendent
Board of Intermediate & Sec.
Education, Rawalpindi



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responsible for the
contents of the document

Checked by Abdul Jabbar Detho
Assistant Director (Cons-II)

06 SEP 2024

Sr.No. 828323



Roll No. 342726

PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE

Certified that MUHAMMAD ABDULLAH KIANI

son/daughter of RAJA NAEEM AKHTER KIANI

Registration No. PBTE/PSDF-1/2023/342726 *of the* COLLEGE OF TOURISM & HOTEL MANAGEMENT (COTHM), 57 A, BLOCK A
SATELLITE TOWN, OPPOSITE PSO PUMP IRAN ROAD, RAWALPINDI

Under : PUNJAB SKILLS DEVELOPMENT FUND (PSDF) *has satisfactorily completed the* 800 *hours programme of Instructions and*

Practical Training in RECEPTIONIST *from* April 01, 2023 *to* September 30, 2023 *and has passed the examination*

securing 91.00 *%marks.*

In recognition thereof this certificate in

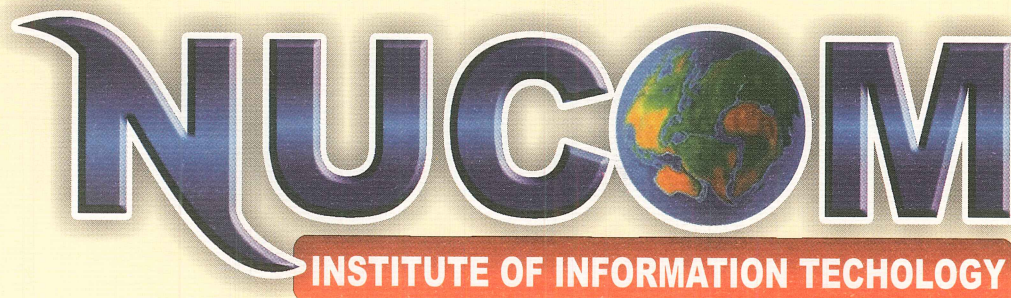
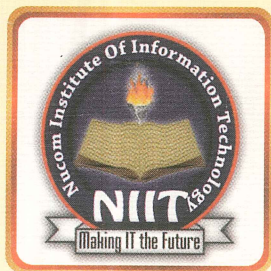
RECEPTIONIST

is awarded at lahore on the **November 30, 2023**



This certificate is issued without alteration and erasure

SECRETARY



S. No. 901

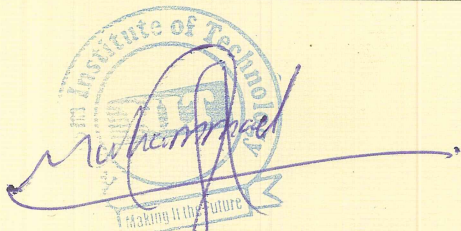
Reg. No. 1204

This is to Acknowledge that

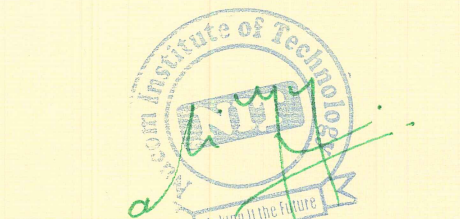
MUHAMMAD ABDULLAH KIANI S/O RAJA NAEEM AKHTER KIANI
has successfully completed the prescribed course of study in

Course Contents *SPOKEN ENGLISH*

in Grade *A* from *15-08-2020* to *15-11-2020*


Campus Director

Certificate


Chairman/ CEO

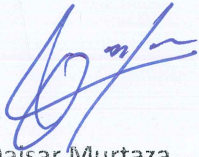
August 07, 2023

TO WHOM IT MAY CONCERN

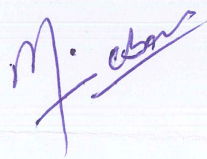
This is to certify that Mr. Muhammad Abdullah Kiani bearing CNIC No. 37405-1479294-3 was a contractual employee of our company, and has worked with us as **Customer Relation Officer** From 13 May, 2022 to 30 July, 2022 within our Business Process Outsourcing Practice Area.

This letter has been issued upon specific request of Mr. Kiani without any financial or legal obligation on the Company.

Yours Sincerely,



Qaisar Murtaza
Vice President



Date: 4th September 2023

TO WHOME IT MAY CONCERN

This is to certify that **Muhammad Abdullah Kiani** S/O **Raja Naeem Akhter Kiani** holding CNIC # **37405-1479294-3** was working as **Front Desk Officer** in **Bilal Hospital** From 1st January 2021 to 31st August 2022.

Bilal is a tertiary care 166 bedded private Hospital located in Rawalpindi. This Hospital deals with large number of General Surgical, Medical, ICU, CCU, Gynecological, Pead's, NICU / Nursery, ENT, Orthopedics, Urology, Cardiac, and Nephrology patients.

 **Bilal Hospital**
Rawalpindi

Manager (HR & D)

