

# Waqas Ahmad

Administration Officer



## CONTACT

+920341-9412326

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Mohalla Swati Village and  
P/O Babeni Tehsil & District  
Mardan  
Khyber Pakhtunkhwa

## SKILLS

- Graphic Design
- Management
- Photography
- Marketing
- Presentation

## LANGUAGES

English  
Urdu  
Pashto

## FOLLOW ME

 [https://www.youtube.com/channel/UCr1I2TbxvixVq\\_Q\\_-2KNjg](https://www.youtube.com/channel/UCr1I2TbxvixVq_Q_-2KNjg)

 <https://www.facebook.com/profile.php?id=61552580522605>

## PROFILE

Through my past experiences, I have come to know that I'm a Hardworking, Quick Learning, Confident, Problem Solving, Punctual, pressure absorbing person. I'm confident to say that I'm also a reliable person and believe in Result oriented work. I'm able to work on my own initiatives or as part of a team. I have already proved an attitude of professionalism and dedication to work. I also have the quality of Quick adaptability to different Corporate Environments.

## WORK EXPERIENCE

### • Admission Officer

*Doctor's Institute of Medical Science Mardan*

2018 - 2019

One Year Work at the Doctor's Institute of Medical Science Mardan

### • HR Office Assistant

*FIMS Nursing College Malakand*

2021-2022

One Year work to FIMS Nursing College Malakand

### • Administration Officer

*MINAMS Nursing College Mardan*

2024 - Now Present

MINAMS Nursing College my work is Present

## EDUCATION

### • BACHELOR'S DEGREE

*Abdul Wali Khan University Mardan*

2016-2018

My complete BA is the 2 Years 2016 to 2018

### • DIT Diploma Information Technology

*Govt. College of Management Science and Commerce College*

2016 - 2017

My Computer Diploma is Registered TTB Board Peshawar