**(Resume)**

Muhammad Aqib Razaq

***Zulfiqar town, sadar diwan road, Street zakki house wali kasur***

***Mob# +923203922397, Email***[*aqib.8085@gmail.com*](mailto:aqib.8085@gmail.com)

OBJECTIVE :

*To embark a career in a competitive organization where I can fully utilize my skills inany field andwanted to join a challenging and dynamic environment where I can learn moreand prove my ability.*

ACADEMICS :

* ***Matriculation .***

*Board of intermediate & secondary education Lahore (2009)*

* ***3 years diploma of associate engineer in civil engineering***

*Punjab board of technical education Lahore (2012)*

* ***BS-TECH (CIVIL) .***

*NCBA&E LCU Campus Lahore (2020)*

EXTRA QUALIFICATIONS :

* ***6 month diploma in AUTO CAD***

*Govt. technical training institute kasur*

PROFESSIONAL EXPERIENCE :

* ***AUTO CAD OPRATOR+ SUPER VISOR(Bulding)***

*Worked in tycoon engineering company as a Auto CAD operator.(2 year)*

* ***SITE SUPERVISOR(material checker)***

*Worked in Public Health Engineering Department as a site Supervisor. (3 Year)*

* ***SITE INCHARGE***

*Worked in SNA Construction Company as a site incharge. (1 year)*

TRAINGS :

* ***3 Days Training In National Poverty Targeting Survey (NPTS)***

*At the platform of Benazir income support program* ***(BISP)***

*Organized by national rural support program* ***(NRSP)***

* ***3 Dyes training in project smart vote on youth empowerment***

*Organized by Development Dimension Society* ***(DDS)& friends society at kasur***

***Founded by: foundation for the future, Jordan***

* ***4 Days training on Active Citizen***

*Organized by Sudhar Society at kasur*

***Founded by: British council***

WORKING EXPERIENCE :

* ***Nationwide poverty targeting survey (NPTS) .***

***Benazir income support program (BISP) (9 month)***

*Has been working as enumerator of tehsil kasur in national rural support program survey of “Nationwidepoverty targeting survey” in kasur under Benazir income support program (BISP), the program has unique approach to address poverty in Pakistan through poverty score card system.*

* ***PROJECT SMART VOTE .***

***Has been working in this project as a smart youth coordinator. (7 month)***

*Managed key activities of formation of smart youth group and trained them on voter education/rights and communication skills for ensuring community participation in electoral process. Organized focus groups discussions (FGDs)and conducted orientations, sensitization meetings conducted with general public and parliamentarians such as elected MNAs and MPAs and other key stakeholders relating to various walks of life such as working, non-working, students, female professional youth on the project objectives.*

* ***Display Period Observation .***

*Has been working as an observer during display period observation with FREE AND FAIR ELECTION NETWORK PAKISTAN (FAFEN) (1 mont)*

EXPERTISE IN COMPUTER  **:**

* **Computer Science**
* **Formatting, Partitioning**
* **Internet and Emil**
* **Disk Drive operations and Maintenance, Driver installation**
* **MS word, MS Excel, MS PowerPoint, IN page**
* **Windows 2000/ XP/ Windows 7,Office 2003/2007 Installation**
* **Multimedia application (Flash, Ulead video studio),Corel draw, photoshop**

EXTRA CURRICULAR ACTIVITIES :

* ***Sports .***

*Cricket, Badminton*

* ***Others .***

*Newspaper reading, internet browsing, books reading and traveling*

LANGUAGE :

* **Urdu : Excellent**
* **Punjabi : Excellent**
* **English : Excellent**

PERSONAL INFORMATION :

Father’s Name: Abdul Razaq Mohsin

Domicile: kasur (Punjab)

Date of Birth: 14-11-1993

Gender: Male

Marital Status: Single

Religion: Islam

Nationality: Pakistani

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***REFERENCE: Will furnish upon request.***