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|  **CURRICULUM VITAE** |
| E:\Jawad scan docs\Jawad 03084909010.jpg**Muhammad Jawad**s/o Sher Zamin **Date of Birth**June, 04 ,1996**NIC No**16102-6048278-7**Nationality**Pakistani**Religion**Islam**Address**Village & Post Office Shergarh Tekhsil: Takht Bhai Distt: Mardan**Contact**Cell: 92-311-6690009Whatsapp: 0308-4909010**Email Address**Jawadssgr@gmail.com**Domicile**District Mardan**Interests & Activities**Reading and playing Cricket**Languages**Pashto, Urdu, English.Can read, write & speak fluently. |

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| CAREER**OBJECTIVE** | **To continue my career with an organization that will utilize my management, supervision and administrative skills to benefit mutual growth and success in the field, I am keen to contribute to an organization’s success through the use of my exceptional managerial and inter personal skills. Demonstrate an organized, focused and resourceful approach to All management endeavors/assignment.** |

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| PROFESSIONAL**E X P E R I E N C E** | ***Worked as an Internee in District Administration Mardan under National Internship Program phase II from 1st July 2017- 30th JUNE 2018**** **Assisted in the efficient daily operations of the computer system division.**
* **Planned and carried out daily tasks as directed by management.**
* **Generated day to day reports and repairs as required.**
* **Mastered effective daily use of Microsoft Office Products for record keeping and retention principles.**
* **Also Managing and troubleshooting hardware and software related issues.**

***Work as an Office Assistant in Tehsil Revenue Accounts Assistant Commissioner Office Takht Bhai*** ***From 1st July 2018-till date**** **Dealing all types of Accounts at office.**
* **Data enter into the computer.**
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| PROFESSIONAL**E D U C A T I O N****PROFESSIONALS K I LL S****REFERENCES** | * **Bsc (Computer Scince)**

Marks obtain :- 296/550 University of Malakand* **BA**

Marks obtain :- 319/550 Abdul Wali Khan University Mardan* **DAE (Computer Hardware)**

Marks obtain :- 2039/3100BTE Peshawar* **Metric (Sience)**

Marks obtain :- 638/1050 BISE Mardan* **DIT (Ms-Office ,word, Power Point, Excel, In page)**

From BTE Peshawar with **Marks 1118/1400*** **Punctual, Responsible and hard working.**
* **Can manage critical situations.**
* **Having good public relation & Interpersonal Skills.**
* **Have good analytical abilities.**
* **Can easily sift essential information from non essentials.**
* **Available on Request**
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