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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: 92-311-6690009  Whatsapp: 0308-4909010  **Email Address**  [Jawadssgr@gmail.com](mailto:Jawadssgr@gmail.com) **Domicile**  District Mardan  **Interests & Activities** Reading and playing Cricket  **Languages**  Pashto, Urdu, English. Can read, write & speak fluently. | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | 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.** | | | |  |  | | --- | --- | | 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.** | | | |  |  | | --- | --- | | PROFESSIONAL  **E D U C A T I O N**  **PROFESSIONAL S 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 :- 2039/3100  BTE 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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