

Curriculum Vitae

MUHAMMAD SHAFIQ

Address: Shinwari Sheikh Mal Khel Landi Kotal District Khyber.

Contact #: +92-300-5889822

Email: shafiq343@yahoo.com , shafiq343@hotmail.com

Personal Information:

Father Name: Haji Arif Shah
Date of Birth: April 14, 1986
Domicile: District Khyber.
CNIC: 21203-1774187-5
Nationality: Pakistan.
Religion: Islam.
Marital Status: Married
Postal Address: Junaid Customer Service shop No 03 landi Kotal Hospital Chowk.

Career objectives:

To accept a challenging position in an institution and grow on basis of my personal abilities. To serve the community and improve the lives of other and provide them efficient and affective services to the best of my knowledge. To become a successful and result oriented person.

Educational achievements:

- Master in Anthropology from University of Peshawar, session 2006-08.
- Bachelors Degree from University Of Peshawar, session 2003-05.
- Higher Secondary Education from BISE Peshawar, session 2001-2003.
- Secondary School Certificate from FBISE Islamabad, session 1999-2001

Hands on Experience:

- Windows
- Ms Word
- Ms Excel
- Ms Power Point
- Software Installations
- Printing, Scanning, Internet
- Typing Speed 30 WPM

Language Proficiency:

- Good oral, reading & writing skills in **English** (Official & Academic Language), **Urdu** (National Language) & **Pashto** (Mother & Regional Language).

Interpersonal Communication Skills:

- Can efficiently communicate with inter and intra group.

Ability to work:

- Can work under pressure efficiently and able to produce quality work within specified time with the full satisfaction of the superiors.

Writing Skills:

- Can efficiently produce training reports, progress reports, and other subject matter documentation as deemed necessary.

Presentation Skills:

- Have excellent verbal and written presentation skills in English, Urdu and Pashto.

Other Features of Work:

- Can travel extensively in harsh physical conditions in remote rural areas.

Professional Experiences:

- Worked as District monitoring officer with APEX CONSULTING PAKISTAN at Kurram.
- Worked as MnE with CMDO at WFP project DI Khan.
- Worked as Monitoring Officer with LHO at Tank.
- Worked as Social Organizer with CMDO.

References:

Will be furnished on request.