



Naeem Ullah

English literature

My objective is to build and enhance my professional skills and experience in a reputed and dynamic organization that gives me the opportunity to evolve in a professional manner. I am seeking to apply my abilities to fill an important role in an organization as a team member. I am a dedicated team player, who can be relied upon to help an organization achieve its goals.

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📍 House no#44 new Defence Colony /Behari Colony Warsak road, Peshawar

Company Hyatabad Peshawar.

EDUCATION

BS -ENGLISH

Government Degree College Hayatabad
Peshawar Affiliated with UOP (September
2017-May 2022)
CGPA:3.26

F. Sc (Pre-Engineering)

Chokara Science School and College Chokara,
Karak (September, 2014- April, 2016)

EXPERIENCE

- ✦ Computer Operator (from july 2019 to till date)
- ✦ Working as a polio worker at WHO (from March 2019 to till date)
- ✦ Worked as field assistant in MR campaign at WHO
- ✦ 2 Years teaching experience at American English Language and Computer Academy Saddar Peshawar
- ✦ 1.5 years experience as Call Center Representative at Touchstone eCommerce

TRAINING COURSES

Microsoft Office (March, 2014 – May, 2014)

HH academy, Peshawar

This course focused on developing the following skills:

- ✦ Create and Send E-mail messages
- ✦ Create documents
- ✦ Create presentations ect

SKILLS

- ✦ Microsoft office
- ✦ Power Point Presentation
- ✦ MS – Excel
- ✦ Internet Browsing, Downloading, E-mail etc ✦ Basic Networking.
- ✦ Typing up to 25wpm
- ✦ Self-confident hard working and result oriented
- ✦ Proactive to do work in challenging environment, willing to accept responsibilities
- ✦ Flexible and able to adapt in various conditions ✦ Cooperative and a good team worker.
- ✦ Organizational management and Planning
- ✦ Verbal and Written communication

CERTIFICATES

- ✦ National Certificate of Vocational Qualification in Information Technology (Computer Operator) from (KP-TTB) April 2022
- ✦ Career Counselling /Planning (24th Feb, 2022)
- ✦ National Youth Carnival 2017
- ✦ ICAP Quiz Competition 2018

LANGUAGES

- ✦ Pashto- Native Language
- ✦ English- Speak and read /write with high proficiency
- ✦ Urdu- Speak and read/write with high proficiency

INTEREST

- ✦ Playing Computer/Mobile games
- ✦ Playing Cricket
- ✦ Music/Songs
- ✦ Reading Books
- ✦ Watching Movies