



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

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) at Corvit Institute Peshawar
- Working as a polio worker at CB Hospital Peshawar BHO (from March 2019 to till date)
- Worked as field assistant in Measles and Rubella campaigns, COVID-19 Campaigns organized by WHO
- 2 Years teaching experience at American English Language and Computer Academy Saddar Peshawar

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
- TESOL Methodology MOOC 2022
- Career Counselling /Planning (24th Feb, 2022)
- ICAP Quiz Competition 2018
- National Youth Carnival 2017

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

