

**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**

Working as a Social Mobilizer and a transit team worker at Cantonment Board General Hospital Peshawar (from March 2019 to till date)

Worked as field assistant in Measles and Rubella campaigns, COVID-19 Campaigns organized by WHO

* Computer Operator (from july 2019 to till date) at Corvit Institute 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