



# NAVEED KHAN

Address: Village: Mukhter khel, Tehsil: Landikotal, District: Khyber Agency

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## ❖ Objectives

To join a well renowned organization with a challenging atmosphere, this will enhance my skills and can stretch me to learn more to become a useful employee for the organization and to become the best in my field. I have a strong professional background with abilities to adapt and grow according to organizational demands and at the same time, give me an opportunity to sharpen my skills with a chance to grow professionally.

## ❖ Personal Information

- **Father Name** Javed khan
- **Date of birth** 05<sup>th</sup> March 1987
- **Gender** Male
- **Religion** Islam
- **Nationality** Pakistani
- **Area** FATA
- **CNIC** 21203-6224675-9
- **Domicile** Khyber Agency FATA
- **Marital Status** Married

## ❖ Education:

Certificate/Degree	Year Of Completion	Division	Board/University
SSC	2003	2nd	BISE Peshawar
F.SC (Pre Eng.)	2007	2nd	BISE Peshawar
B.A	2010	2nd	University of Peshawar
M.A	2018	2nd	University of Peshawar

## ❖ Professional Qualification:

Degree Title	Passing year	Division	University
PTC	2009	1 <sup>st</sup> Division	AIOU
D.Ed.	2012	1 <sup>st</sup> Division	AIOU
C.T	2014	1 <sup>st</sup> Division	AIOU

## ❖ Experience

- 8 year experience in teaching at different private school.
- 2 year experience as principal at Tatara public school and college.
- 2 year experience as a survey enumerator at NDOF.
- 2 year experience as polio worker.

## ❖ Computer Skills

- MS Office (Word, Excel, Power Point )
- Internet Accessing
- Windows Installation

## ❖ Languages

Language	Speaking	Reading	Writing
Pashto	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent

## ❖ *KEY STRENGTHS & ABILITIES*

- Teamwork:
- Balances team and individual responsibilities.
- Able to build morale and group commitment.
- Have the ability to work with team as well as in isolated environment.
- Ethics:
- Works with integrity and ethically.
- Upholds organizational values.
- Attendance Punctuality:
- Is consistently at work and on time.
- Arrives at meetings and appointments on time.

## ❖ Hobbies

- Reading Books
- Reading Newspaper
- Playing Cricket
- Playing Volley Ball