**Abdul Mateen Malik**

**Phone: +923409555201 ; E-mail:** **abdulmateen7malik@gmail.com**

**Profile**

* Dedicated and hardworking individual with 1.5 years experience

• Good communication and interpersonal skills

• Possesses a strong degree of patience and honed conflict management skills, able to

 resolve behavioural issues in professional manner.

• Bachelor’s degree in English Literature.

**Work Experience**

**Period**  March,2018 – October,2019

Company AL NABOODAH CONTRACTING CO. LLC

**Educational Qualifications**

• Bachelor of Arts (2016 - 2017) – Hazara university (Mansehra).

* EIOSH Pvt Ltd. Training and Consultancy (2016).

• HSSC ( Pre-Engineering) (2013 – 2014) Sky International College (Mansehra).

• SSC (Science) (2012) Fauji Foundation School (Mansehra).

**Personal Skills**

• Patience

• Flexibility

• Time management skill

• Ability to work under stress

• Office Automation

**Languages**

• English (Read, Write & Speak ).

• Urdu (Read, Write & Speak ).

**References**

• Available upon request