

ZIAFAT NAWAZ

Information officer & Admission Consultants



9th Jan 1985

CONTACT DETAILS

Address: Haroon Qtrs. near Al-Faisal Model School, Bara Gate Peshawar Pakistan.

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ziafatnawaz1985@gmail.com

COMPUTER SKILLS

Expert in Office Automations, World, Excel, PowerPoint. Expert in Window's 7, 10, installations as well as software's. Expert in Gmail/Outlook with Internet browsing. Expert in software's converting offline/online Knowledge and data scraping tools. Expert in Data Entry Software's. Expert in Accounting Software's. Quick Book, Tally Prime, Excel Accounting.

Command on other management software's. CCTV, Biometrics Machine's and Networking Knowledge of Installations.

HOPPIES

Reading newspapers, books, travelling and browsing of the internet with searching social media links.

LANGUAGE'S SKILLS

English, Urdu, Pashto, Panjabi

PROFESSIONAL CAREER

I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities.

WORK EXPERIENCE

Information officer & Admission Consultants

Capital Degree College Peshawar Present 01-Sep-2022

Deal all the students' matters regarding admission, migration, Director Appointments etc.

Junior Assistant

College of Physicians and Surgeons Pakistan 2018-2022

Incharge in Registration and Research Cell Monitoring unit of FCPS/MCPS of the Post Graduate Trainees, looking all the matters of Administration and Operation departments with head office.

Key Punch Operator & Accountant

Iqra Zeenat ul Quran School 2015-2018

Responsibilities all the officially correspondence.

Key Punch Operator & Accountant

Mn Pharma Islamabad 2013-2015

Responsibilities of the all officially correspondence of the company.

Assistant Manager

Sugar Plum the Bakery 2009-2012

Stocktaking and shelf stock display, along with product expiration checks, negotiating with purchasing firms, and resolving issues involving factory workers and store salespeople.

ACADEMIC BACKGROUND

- **ADA** (Associate Degree in Arts) Continue in Basic Accounting Allama Iqbal University Islamabad
- **D.COM** (Diploma in Commerce)
1st Division 2005 NWFP Technical Board Peshawar
- **S.S.C** (Secondary School Certificate)
2nd Division 2003 F.B.I.S.E Islamabad
- **D.I.T** (Diploma in Information Technology)
1st Division 2013 NWFP Technical Board Peshawar