

CURRICULUM VITAE

PERSONAL

NAME: MUHAMMAD YOUNAS **NATIONALITY:** PAKISTANI
CNIC NO: 21104-9166497-9 **DATE OF BIRTH:** 04-04-1996
GENDER: MALE **MARITAL STATUS:** SINGLE
CELL: 00923008336363 **SKYPE ID:** Muhammad Younas

DOMICILE: District Bajaur, Khyber Pakhtunkhwa, Pakistan.

PERMANENT ADDRESS: Village Bilot, Post Office Inayat Kallay, Tehsil Wara Mamund, District Bajaur, Khyber Pakhtunkhwa, Pakista.

PRESENT ADDRESS : Siddique chowk 6th Road, Satellite Town Rawalpindi, Pakistan.

OBJECTIVE

To secure a challenging and responsible position in a dynamic and ever-growing organization where as my educational qualification, professional skills and experience can be best utilized. To provides effective and efficient service to the organization. To grow on the basis of my personal abilities and to become a successful and result oriented professional. I would like to devote my time and energy in my work. I am energetic and dedicated young man. I like to work in a challenging environment.

EDUCATION / ACADEMIC QUALIFICATION

Master in Sociology (16 years of formal education) in session (2016-2018) from the Department of Sociology, University of Malakand, Khyber Pakhtunkhwa, Pakistan (2 year program in Pakistani education system) with a Research entitled: Sociological study of problems faced by women in Inheritance at Bajaur Agency (A case study of Tehsil Mamund). Marks: 682/1100

Bachelor of Science (14 years of formal education) with major subjects (Mathematics A, Mathematics B and Computer Science) from University of Malakand, Khyber Pakhtunkhwa, Pakistan (2 year program in Pakistani education system). Marks: 258/550

Higher Secondary School Certificate (HSSC) in Science from Board of Intermediate and Secondary Education (BISE) Malakand, Khyber Pakhtunkhwa, Pakistan. Marks: 662/1100

Secondary School Certificate (SSC) in Science from Board of Intermediate and Secondary Education (BISE) Malakand, Khyber Pakhtunkhwa, Pakistan. Marks: 670/1100

WORK HISTORY

- Working as a **Teacher** in The Knowledge Public School Bilot wara Mamund District Bajaur Khyber Pakhtunkhwa, Pakistan since October 13, 2020 to date.
- Worked as a **Teacher** in Shamal Public High School Sewai wara Mamund District Bajaur Khyber Pakhtunkhwa, Pakistan for one year.
- Worked as **Reception Operation and Services (ROS)** at Pearl Continental Hotel Bhurban for one year.
- I have completed three months hands-on training experience in **Reception Operation and Services (ROS)** from Pearl Continental Hotel Bhurban.
- Worked as a **Team Leader** in Polio for three years.

CHARACTERS AND GENERAL SKILLS

- Strong presentation, interpersonal and communication skills.
- Good listener and communicator.
- Good manners and characters.
- Good behavior and attitude.
- Report writing skills.
- Arrangement of all activities for the formal and informal meeting.
- Filing of all official documents in their respective files properly.
- Strong leadership qualities and abilities to work autonomously.
- Update and maintain proper inventory of all the organizational assests.
- Can travel extensively and worked independently.
- Ability to work under stressful condition on multiple assigned tasks within a specific deadline.
- Ability to coordinate and manage the recruitment and selection process at all levels.
- Superior interpersonal, commutation, negotiation and consultation skills.

CERTIFICATE OR DIPLOMA

- I have completed six months Certificate or Diploma in **Reception Operation and Services (ROS)** from Hashoo Foundation Rawalpindi, Pakistan.

COMPUTER SKILLS

Microsoft word
Excel
Internet Browsing
Internet

Microsoft
Microsoft PowerPoint
Email and

LANGUAGES

PASHTO Speak, Interpret, Read and Write (Mother Language).
URDU Speak, Interpret, Read and Write (National Language).
ENGLISH Speak, Interpret, Read and Write.

English remains as a medium of instruction for 16 years of education.

HOBBIES / EXTRA CURRICULAR ACTIVITIES

Reading: Books and Newspaper.
Playing: Cricket and Volleyball.
Other: Travelling.

WORKSHOP, CONFERENCE & SEMINARS

- Attended a 2 day international conference on causes and consequences of HIV/AIDS in Rural and Urban communities of Pakistan under Higher Education Commission (HEC) Thematic Project 5th – 6th April, 2017, Organized by: Department of Sociology, University of Malakand, Khyber Pakhtunkhwa, Pakistan.

REFERENCES

1. Prof. Dr. Arab Naz

Professor of Sociology and Dean of Social Sciences, Department of Sociology, University of Malakand, Khyber Pakhtunkhwa, Pakistan.

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2. Dr. Adnan Khan

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3. Mr. Ibrahim Khan

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