|  |
| --- |
| **Hinza maqsood** |

Father’s Name: Maqsood

Date of Birth: 20-07-2000

N.I.C No. 33106-4321746

Religion Islam

Nationality: Pakistani

Province: Punjab

District: Faisalabad

City: Faisalabad

Domicile: Faisalabad(Punjab)

E-mail: hinzag284@gmail.com

Residence: St. 14, Mohalla Elahiabad, Styana Road, Faislabad

Mobile: 0302-7962956

|  |
| --- |
| **OBJECTIVES:** |

To obtain a good position in a dynamic organization where I can utilize my skills. BKnowledge and hard work for the achievement of organizational goals. And take a long term career oriented employment to invest all my education qualification.

|  |
| --- |
| **EDUCATION** |

|  |  |  |
| --- | --- | --- |
| **QUALIFICATION** | **BOARD** | **YEARS OF PASSING** |
| M. Phil Education | University of Agriculture Faisalabad | 2021-23 (Continue) |
| B.Ed(Hons) education | Government College Women University Faisalabad | **2017-2021** |
| Intermediate | BISE Faisalabad | 2015-17 |
| Matriculation | BISE Faisalabad | **2013-15** |

|  |
| --- |
| **OTHER DIPLOMAS:** |

* Computer Diploma in Office Management.
* English Language Course.
* Course of Arfan al Quran.

|  |
| --- |
| **EXPERIENCE:** |

* One Month Work with PMIU as an observer from 1 October, 2021 to 04 November, 2021
* One Month Experience with PMIU as data collection 5, November, 2021 to 10 December, 2021
* 06 Months Teaching Experience from 1 September 2017 to 28 February, 2018.
* One Month Internship as Teacher in Government MC Girls High School 214/RB, Faisalabad.
* One Month Internship as Teacher in Government Girls High School Azaafi No. 02, Faisalabad.

|  |
| --- |
| **COMPUTER SKILLS:** |

* MS WORD
* MS EXCEL
* MS POWER POINT
* IN PAGE
* INTERNET

|  |
| --- |
| **OTHER SKILLED SUMMARY**: |

* I have coordination deferent mega events such as get-together. Annual dinners and seminars.
* Report Writing
* Documentation
* Public Dealing
* Office Management

**Language:**

* Urdu (Fluent)
* Punjabi (Conversation)
* English (Good)
* Saraiki

**Hobbies:**

Reading magazine, meeting peoples, sportsman.

**Reference:**

Reference will be provided if needed.