RESUME

ARSHAD RASHID

PERSONAL INFORMATION:

- Father's Name : ABDUL QAYYUM
- Date of Birth : 12-08-1982
- Gender : Male
- Marital Status : Married
- Domicile : D.I.Khan (KPK)
- Uc : Paharpur
- Religion : Islam
- Nationality : Pakistani
- Address (permnt:) : Mohalla Fakhar Abad, Paharpur, District D.I.Khan.
- Cell # : 0312-3060500

ACADEMIC QUALIFICATION:

CERTIFICATE	YEAR	MARKS	BOARD/UNIVERSITY
S.S.C	1999	498/850	B.I.S.E, BANNU
H.S.S.C	2001	523/1100	B.I.S.E, BANNU
B.Com	2013	688/1300	A.I.O.U ISLAMABAD

PROFESSIONAL QUALIFICATION:

CERTIFICATE	YEAR	MARKS	BOARD/UNIVERSITY
IT ADVANCE	2003	****	C.L.C PAHARPUR
IT	2009	200/300	GOVT: TECHNICAL & VOCATIONAL CENTER D.I.KHAN
P.T.C	2008	510/900	A.I.O.U ISLAMABAD

Computer Skills:-

➢ Full Command & Control in full keyboard with **English Typing** speed of **90 W.P.M.**

➢ Full Command & Control in full keyboard with **Urdu Typing** speed of **60 W.P.M**.

➢ Full command in Ms-Excel & Ms-Excel formulas.

➢ Full command in Ms-Word.

➢ Computer Composing,

➢ UC Maps Designing, Area Maps, Team Maps & EPI Maps etc.

➢ Printing Solutions

➢ MS-DOS commands.

➢ Trouble shooting.

➢ Computer Hardware.

➢ .Business communication.

RESUME

EXPERIENCE:-

- ➢ 3 Months Experience as Trainee in UBL (United Bank (Limited) in Paharpur branch. Learn the financial operation in Uni Bank Programming.

- ➢ 1 Year Experience as a Computer Operator in Leading Public School Paharpur.

- ➢ 3 Years Experience as Chairman in LZC Paharpur, D.I.Khan.

- ➢ 6 Months Experience as a Timekeeper in Personal Department in Bharia Town.

- ➢ 5 Years Experience as a Computers Operator and get a vast experience in programming ERP (Enterprise Recourse Solution) in Proline (Pvt) Karachi.

- ➢ Computer Composing & Designing.

- ➢ Online Internet application submission.

- ➢ **6 Years' Experience in W.H.O (World Health Organization) as a Tehsil Monitor in District D.I.Khan since 1st February 2016 up to till date.**

  Have a great experience in Micro Planning, Desk Review, Field Validation,

  Maps Designing, Data Validation, Data Analysis, Data Management, Target &

  achievement and etc.

Languages:-

- ➢ Urdu
- ➢ English
- ➢ Pashto
- ➢ Saraiki

Desire to have a radiant future with the blessing of Allah