

# CURRICULUM VITAE

## AAMIR AMJAD

### PERSONAL INFORMATION

MOHALLAH ALI KHEL VILLAGE AND POST OFFICE  
URMAR PAYAN TEHSIL AND DISTRICT PESHAWAR  
CELL #: 03130707761

EMAIL: [aamiramjadbarki@gmail.com](mailto:aamiramjadbarki@gmail.com)

Date of Birth: March 01/ 2001

Religion: ISLAM

Marital Status: Single

Domicile: Peshawar

CNIC # 17301 – 2384750 – 1

Nationality: Pakistani



### EDUCATION

Degree/Certificate	Institution Attend	Board / University	Marks Obtained	Total marks	Session/Result Declaration Date
BS Microbiology	University of Peshawar	University of Peshawar	3.03 CGPA	04 CGPA	2019-2023
Master of Arts in English	Abdul Wali Khan University Mardan	Abdul Wali Khan University Mardan	547	1100	03, January 2024
Bachelors of Arts (Law & Political Science)	University of Peshawar	University of Peshawar	332	550	31, December 2020
Intermediate (Pre Medical)	Government College Peshawar	BISE Peshawar	847	1100	2016-2018
Secondary School Certificate	Peshawar Model School (5) Peshawar	BISE Peshawar	969	1100	2014-2016
Diploma in Information Technology (DIT)	APTECH Institute of IT Peshawar	KPK BTE Peshawar	1104	1400	06, Febraury 2023
Certificate in IT (CIT)	APTECH Institute of IT Peshawar	Affiliated with KPK BTE Peshawar	92%	100%	1, February 2021 to 31, July 2021
English Shorthand	APTECH Institute of IT Peshawar	Affiliated with KPK BTE Peshawar	120wpm Grade A+	-	1, May 2022 to 31, October 2022

### EXPERIENCE& KEY STRENGTH

I have worked with The Lamps Education System as an Office Assistant from 18, January 2021 to 28, March 2024. I am also good in office management and administration work and having experience, knowledge and skills about management, administration, office, supervisor, HR, monitoring, evaluation, reporting, implementation and support work and completely aware about health/medical fields and also completely aware about issues/ problems related to it and how to observe, analyze and solve it.

### LANGUAGES SKILLS

LANGUGE	WRITE	READ	SPEAK
ENGLISH	Excellent	Excellent	Excellent
URDU	Excellent	Excellent	Excellent
PASHTO	Good	Excellent	Excellent