Asfand Yar

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SUMMARY

I am a good learner and well disciplined worker . I can speak three languages and have great communication skills . I got some good experience in the feild of accounting and care taking . My education level is good enough for any relevant jobs . Above all I value the work that I am doing. I respect my colleagues and my seniors. I have positive attitude with great time management skills.

WORK EXPERIENCE

06/2021 till Now. Casher. Daulat khan hospital. Pishin, Pakistan

 It is my duty to attend customer's, receive payments and maintain the records.

07/2022. *District Distribution officer* ESHAR Foundation. Pishin, Pakistan
• I was responsible for the project management of district Pishin, food

distribution, records management and helping the local government during the floods of 2022 in Pakistan and surroundings. It was a social work job.

05/2019 to 09/2020. Hostel warden. Evergreen educational hostel. Quetta, Pakistan.

• It was my responsibility and duty to look after every student living in the hostel, their food, basic facilities, peaceful and clam environment for study, and all the check and balance.

12/2016 to 03/2017. Care taker. Daulat khan hospital. Pishin, Pakistan

• I was responsible for the take care of patients , for their food , their medicine timing , their routine and also helping the nurses.

EDUCATION

2020-24. B.A LL.B. University Law College. Quetta, Pakistan

(Still in progress / 8 semesters cleared , 2 remaining)

2019-21. Bachelor of Arts. University of Balochistan Quetta, Pakistan

2017-19. Intermediate. Cadet College Pishin. Pishin, Pakistan

2015-17. Matriculation. Cadet College Pishin. Pishin, Pakistan

RELEVANT SKILLS

 Project Management : Team work , positive attitude, well disciplined, well focused , good communication, time management



- Leadership: Humble, polite, positive attitude, team management. good speaking
- Computer Skills : Basic computing, sheet management, data entry
- Languages: Pashto, Urdu and English

PROFESSIONAL CERTIFICATIONS

Driving license

