



ASIF NAWAZ

To be a part of a progressive organization that give me a scope to update my knowledge and skills in accordance with the changing technologies and be a part of team that dynamically works toward growth of organization and gains thereof.

PERSONAL INFORMATION

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Father Name Abdul Nawaz
Religious Islam
DOB 04/09/1994
CNIC 14203-9420104-7
Nationality Pakistani
Address House no R-26
Danish Abad, University Road,
Peshawar, Pakistan.

EDUCATION

Matric (2008-2010)

BISE Peshawar, Pakistan

Intermediate Pre-Medical (2010-2012)

BISE Peshawar, Pakistan

BS Botany (2012-2016)

University of Sargodha, Pakistan

Bachelor of Education (B.Ed.) (2017-2020)

Allama Iqbal Open University Islamabad, Pakistan

TECHNICAL SKILLS

- MS Office (MS Word, PPT, Excel etc.)
- Speedy Typing.
- Data Collection.
- Team Leading.
- Communication and leadership.

CERTIFICATIONS & ACHI

- Best Teacher Certificate (2018-2021) “Dosti Welfare Organization, Peshawar”
- CERTIFICATE OF COMPLETION: Prevention of Sexual Exploitation and Abuse PSEA (26 July, 2022)“AGORA UNICEF” Peshawar, Pakistan.

EXPERIENCE

Data Management Officer (July 2022- Sep 2023) MicroMerger Pvt. Ltd.

“UNICEF Funded Program”

(Data Support Center Peshawar).

My job description was Data Management Officer, with MicroMerger Organization, main responsibilities were (Data receiving, Cross verification, Data Validation and Data entry in a specific Databases.

<https://comnet.eoc.gov.pk/login> COMNet (Communication and Network) and <https://dsc.eoc.gov.pk/login> MCTDB (Missed Children Tracking Database) Data Compilation and submission.

Science Teacher (April 2022-August 2023)

Iqra Huffaz Secondary School and College Peshawar.

Role and responsibilities performed as school administrator. My job was varied; meet with parents and students, plan curriculum, and take care of textbook inventory and oversee all higher-level operations in a school.

Social Mobilizer (August 2021-March 2022)

Medical emergency resilience foundation (MERF)

Peshawar

Basic role and responsibilities: Community awareness session, Arrangement Of events, Ensuring of Community participation, Community engagements On different points for orientation regarding routine Immunization in Districts of Khyber Pakhtunkhwa.

Science Teacher (July 2018–May 2021)

Dosti High School No.1 Badezai, Peshawar.

Managing students and maximizing learning opportunities. Dedicated to continous professional development communication with parents and providing relevant course materials for effective learning.

Internship (July 2017-June 2018)

Sargodha Chamber of Commerce & Industry, (SCCI)

Sargodha.

Dealing with Sargodha chamber of commerce & industry members issuing membership to new member's renewal of membership, certificates and visa letters.

Data Entry Operator (Nov. 2016-Jan. 2017)

Hujra Village Support Organization, Peshawar.

Distribution of Sehat e Insaf card visit door to door in the community to mobilize them conducting meeting with the help of area Chairman in District Peshawar.

- Verification of data from line list.
- Data Compilation.
- Proper records maintenance.

LANGUAGES

English, Urdu & Pashto