

Dur Muhammad



Chok peer Jahania Post office Misali school,
Thsel & District Muzaffar Garh.
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SELF-DEFINING LINES

Hard work is my obsession and perfection is a passion I seldom surround. These features demand sincerity, devotion and clarity of mind. Helping and accommodating others and molding to the requirement also add to my salient features

CAREER OBJECTIVES

Seeking for a position in a professional and challenging environment where I can contribute to the shared vision and growth of the organization, while expanding my knowledge, in the field of Development.

PERSONAL INFORMATION

Father's Name: Malik Abdul Rasheed
Gender: Male
Date of Birth: April 20, 2005
CNIC #: 32304-4702997-3
Marital Status: single
Domicile: Muzaffargarh (Punjab-Pakistan)

EDUCATIONAL & PROFESSIONAL QUALIFICATION

Degree	Board/University	Year	Percentage
Metric	BISE DG Khan	2019(science	1053/1100
F.SC	BISE DG Khan	2021(science)	1020/1100

COMPUTER SKILLS

I am quite capable of working Computer under Microsoft Window's XP, Window 8 and 10 environments and have good command over Microsoft Office, In-Page Urdu, CorelDraw and Internet

PERSONAL CHARACTERISTICS

- Confident:** I have God gifted quality of confident and remain calm even under hardest conditions and do it with sheer confident what I am doing.
- Hard Working:** I have a built in thrust for work. I loved to remain busy and always active that is the reason I care for even the minute's thing in my working.
- Good Analyzer:** My friends always praise my analytical characteristics. They find me a good analyzer of the situations.
- Motivator:** Have a quality to motivate people to achieve the desired results. This quality also helps in teaching, training and customers care activities.
- Linguistics:** Good grip over multiple languages, which make me viable to work under multiple places and environments.
Saraiki (Mother Language)
Punjabi
Urdu
English

INTERESTS

Social Work With Group
Strengthening By Computer Skills
Reading And Writing

RELEVANT SKILLS

- ☑ Strong management skills
- ☑ Demonstrated ability to research and consolidate information
- ☑ Ability to maintain confidential information
- ☑ Exceptional communication skills
- ☑ Excellent organizational and time management skills
- ☑ Ability to manage complex spreadsheet

PROFESSIONAL SKILLS

Organizational Management
Excellent Leadership & Advocacy skills
Project Management & Report writing skills
Communication, Coordination & Counseling skills
Supervision, Monitoring and Evaluation skill
Good Command over mobilization & motivation

REFERENCES

Will be furnished upon request