

**Mr. Faiz  
Muhammad**



**Mailing Address:**

P/o Village Jia Khan  
Tehsil Faridabad District  
Sohbat Pur

**Contact #:**

0345-3989329

**Personal  
Skills:**

Strong  
Communication,  
Self motivated,  
Hard worker.

**LANGUAGES:**

- ➔ English
- ➔ Urdu
- ➔ Sindhi
- ➔ Balochi
- ➔ Sairaki

**CURRICULUM  
ITAE**

**JOB OBJECTIVE**

- Seeking a challenging Career with a well reputed Organization which can utilize my skills, abilities and aptitude to create a productive environment.

**PERSONAL INFORMATION**

- ❖ Name : Faiz Muhammad
- ❖ Father's Name : Aijaz Ahmed
- ❖ Date of Birth : 08/03/1994
- ❖ Religion : Islam
- ❖ Local / Domicile : Sohbat Pur (Baluchistan)
- ❖ Nationality : Pakistani
- ❖ Gender : Male
- ❖ Marital Status : Married
- ❖ C.N.I.C. : 53201-4944876-9
- ❖ Cast : Khosa (Baloch)
- ❖ Email Address : faizbaloch444@gmail.com
- ❖ Postal Address : Post Office Goth Jia Khan Tehsil Faridabad  
District Sohbat Pur

**EDUCATIONAL QUALIFICATION**

DEGREE	PASSING YEAR	BOARD / UNIVERSITY	Grade/Division
Matric	2011	BBISE Quetta	1 <sup>st</sup> Division
FSc	2013	BBISE Larkana	1 <sup>st</sup> Division
B.A	2016	A.I.O.U Islamabad	1 <sup>st</sup> Division
B.P.Ed	2017	U.O.B Quetta	2 <sup>nd</sup> Division
M.A	2018	S.A.L.U Khair Pur	2 <sup>nd</sup> Division

**CERTIFICATES:**

- ◆ 01 Year Diploma in Information Technology.
- ◆ 03 Months English Typing Course.
- ◆ 03 Months Urdu Typing Course.
- ◆ 03 Months Inpage Urdu Typing Course
- ◆ 06 Months Short Hand Course.
- ◆ 02 Days Training on CMAM WFP-BND Project.

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**SKILLS**

- ◆ Computer.
- ◆ English Typing.
- ◆ Urdu Typing.
- ◆ Short Hand Course.
- ◆ Administrative Assistant.
- ◆ Coordination Skills.
- ◆ Data Administration.
- ◆ Data Analytical.
- ◆ Data Collection.
- ◆ Data Extraction.
- ◆ Equipments Handling.
- ◆ Field Data.
- ◆ Baseline Survey.
- ◆ General Field and Office Work Skills.
- ◆ Health Management.
- ◆ Linkage with Public and Private Sector.
- ◆ One Day Training on Digital Mobile App (UNICEF-BND).

**EXPERIENCE**

- ◆ 04 Year working Experience in PPHI as an Assistant M&E/Admin.
- ◆ 04 Years Experience in Administration.
- ◆ 06 Months Working Experience in Nutrition as a Logistics & MIS Assistant.
- ◆ 04 Years Working Experience in Data Entry Operator.
- ◆ 03 Months Working Experience TLC (Tent Literacy Camp) Flood Area UNICEF-PPHI Project.
- ◆ 02 days Training Certificate of TSFP Project WFP-BND.
- ◆ 01 Year Experience Social Mobilization Corona Virus Activities.
- ◆ 01 Year Teaching Experience.
- ◆ 01 Year Experience in Iqra Public School as a Computer Operator.
- ◆ 03 Year Experience in Jia Khan Communication as a RSO.
- ◆ 01 Year Experience in Polio.
- ◆ 04 Year Working Experience in Computer (MS Word, Excel, Power Point)
- ◆ 04 Year Experience as a clerk.
- ◆ 04 Year Experience in Administration.
- ◆ 01 Years Working Experience in Malaria Reporting.
- ◆ 01 Months Reporting on Corona Virus.

**REFERENCE**

***Reference will be furnished on demand.***