

Objective

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my experience to the fullest.

Education

UNIVERSITY OF BALOCHISTAN Masters International Relations	2021
INSTITUTE OF MANAGEMENT SCIENCE UNIVERSITY OF BALOCHISTAN QUETTA BBS Finance	
UNIVERSITY OF BALOCHISTAN B.A	2017 - 2019
GOVERNMENT MUSSA DEGREE COLLEGE QUETTA F.Sc	2014 - 2017
GOVERNMENT HIGH SCHOOL BAGH BARSHORE PASHIN SSC	2012 - 2014

Work Experience

HRMIS AT CERBM UNIVERSITY OF BALOCHISTAN

Supervisor

ONYX SECURITY BALOCHISTAN

Admin and Finance Officer

Ensure timely submission of monthly requests, reconciliations and financial statement reports.

Maintain accurate bank records of cash withdrawals and deposits.

Ensure proper function of archive and documentation system.

Ensure maintenance of up to date register of assets.

SOCIAL WORKER

Assisting clients in receiving services by telephone and in person.

Getting clients involved in beneficial activities.

Offering information and supporting clients and their families.

Population Research Centre (PRC)

Reserach Assistant


Certifications

SMEDA
One day workshop at IMS




 03/02/1995

 Male

 03327800557

 jahanzaibkpk@gmail.com

 Killi Bagh zara Tehsil barshor
District Pishin 86300 Pishin

 Pakistani

SKILLS

MS Office Skills

Communication Skills

Presentation Skills

Leadership Skills

INTERESTS

- Photography, Reading
Books, Music, Poetry Etc



Internships

INTERNEE

Industries and Commerce Department Balochistan

INTERNEE

Shams Ullah & Sons Quetta



Languages

English,Urdu,Pashto



Reference

Dr Waheed Noor Director CERBM

+92 333 7837101

Zubair Khan Adim Manager ONYX SECURITY

+92 316 8111891

Reference

+92 336 8170663