

# Mirza Noman Baig

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HOUSE NO. 6-9/242-A, MOHALLA ABDUL WAHID STREET, TAIL GODAM, QUETTA.

“Looking for an opportunity to utilize my acquired skills and training to help the company and my future peers grow. I want my efforts to make a considerable difference to the company and help in their consequent success.”



## Experience

### OFFICE ASSISTANT - (MARCH 2018 - FEBRUARY 2020)

- M/S JALAL-UD-DIN KIBZAI & CO - Quetta, Pakistan
- **2 YEARS** EXPERIENCE AS A OFFICE ASSISTANT IN M/S JALAL-UD-DIN KIBZAI & CO.

### OFFICE ASSISTANT - (AUGUST 2021 - AUGUST 2022)

- M/S SUNNY ENTERPRISES & CONTRACTOR - Quetta, Pakistan
- **1 YEAR** EXPERIENCE AS OFFICE ASSISTANT IN M/S SUNNY ENTERPRISES & CONTRACTOR

## Languages

### URDU

GOOD IN WRITING, SPEAKING & UNDERSTANDING.

### ENGLISH

GOOD IN WRITING, SPEAKING & UNDERSTANDING.



## Education

- ✓ **B.A**
- ✓ (POLITICAL SCIENCE) – 2021
- ✓ UNIVERSITY OF BALOCHISTAN - Quetta, Pakistan
- ✓ **F.A**
- ✓ (HUMANITIES GROUP) – 2014
- ✓ B.B.I.S.E - Quetta, Pakistan
- ✓ **SSC**
- ✓ (SCIENCE GROUP) – 2011
- ✓ B.B.I.S.E - Quetta, Pakistan

## CERTIFICATION

- ✓ **D.I.T**
- ✓ (1 YEAR DIPLOMA) – 2021
- ✓ TRADE TESTING BOARD
- ✓ (TTB) BALOCHISTAN QUETTA) - Quetta, Pakistan