

Name: MUHAMMAD NAVEED

House# 806/22/02 St.# 09 Muslim Town Masoom Shah Road, Multan, Pakistan.
Cell # +92-304-7688135, +92-313-7370978

OBJECTIVE:

To get the chance in your esteemed organization to build my career and utilize my professional expertise to fulfill the organizational requirements.



PERSONAL INFORMATION:

Father's Name : Muhammad Ramzan
Date of Birth : 1st Jun 1993
CNIC No. : 36302-5992562-3
Passport No. : BW9675621
Domicile : Multan (Punjab)
Nationality : Pakistani
Religion : Islam
Marital Status : Single

ACADEMIC QUALIFICATION

Degree	Subject	Marks	Board / University	Division
Matriculation	Science	639/1050	BISE Multan	1 st
DAE	CIVIL	2642/3500	PBTE Lahore	1 st

Trainings and Professional Courses:

1- "SAFETY INSPECTOR"

Course from **NATIONAL FERTILIZER COPRATION (NFC)**
institute of Engineering & Technology Multan

Under

PUNJAB SKILLS DEVELOPMENT FOUND (PSDF).

**2- Four day capacity building training workshop on:
"Active Citizens"**

Organized by "Awaz foundation Pakistan & British Council".

3- Four day capacity building training on:

“BASIC LIFE SUPPORT COURSE”

Conducted by Punjab Emergency Services, Rescue 1122, Multan.

Computer Skills:

- Diploma in AutoCAD (2D,3D)
- MS office

Experience:

- 3 years experience **“FOOD FESTIVAL”** as a Storekeeper
- 1 year experience **COVID-19 CVC CENTER** as a Data Entry Operator

Behavioral & Interpersonal Skills:

- Self-motivated and organized can work without supervision.
- Confident to face and solve problems.
- I will treat all colleagues with respect and integrity.
- I will always smile and greet our people before they greet me
- Highly trust worthy, discreet and ethical
- Capable of handling multi-tasking
- Ability to work under pressure

LANGUAGE SKILLS

- ❖ Urdu
- ❖ English
- ❖ Punjabi

REFERENCE

- ❖ Will be provided on demand