

# Muhammad Tanveer

---

Current Add: House #165, Street # 20, Tasneem Garden, Duran Pur, Peshawar, KP, Pakistan  
Permanent Add: PO Sherkera, Village Tatho Khel, District & Tehsil Peshawar, KP, Pakistan  
Cell: +92 315 0015823, Email: [m.tanveer.afridi@gmail.com](mailto:m.tanveer.afridi@gmail.com)

## PROFILE SUMMARY

To strive hard and enhance my skills to align my personal goals with that of your organization, by exhibiting leadership, initiation, risk-taking, and team-playing skills. Achieving challenging targets by creative means will be the means to consolidate my learning experience.

## EDUCATION

<b>Diploma in Information Technology, (DIT)</b> Khyber Pakhtunkhwa Board of Technical Education, Peshawar	2017
<b>Diploma in Accounting &amp; Finance,</b> Trade Testing Educational Association, Pubjab	2011-2013
<b>Bachelors in business administration, BBA-Hon's (Finance)</b> IBMS/CS, Agricultural University, KPK, Peshawar, Pakistan	2007-2010
<b>HSSC (Computer Science)</b> Board of Intermediate & Secondary Education Peshawar Pakistan	2006
<b>SSC (Science Group)</b> Board of Intermediate & Secondary Education Peshawar Pakistan	2004

## EMPLOYMENT SNAPSHOT

District Emergency Operation Center, Peshawar (DEOC) <b>Data [Temporary Tehsil Monitor (TTM)]</b>	May 2018 - Till Present
Poverty Alliance Welfare Trust (PAWT)- Non-Profit Organization <b>Admin &amp; Finance Officer</b>	August 2016 To April 2018
Khushal Model High School & College, Sherkera, Peshawar, KPK, Pakistan <b>Vice Principal</b>	August 2015 To July 2016
IQRA National University Peshawar, KPK, Pakistan <b>Assistant Controller of Examination [Conduct]</b>	March 2014 To June 2015
IQRA National University Peshawar, KPK, Pakistan <b>Admission Officer</b>	July, 2012 To March 2014
Signals International Telecom Company, Peshawar, Pakistan <b>Admin &amp; Finance Officer</b>	October 2011 To June 2012
Khushal Welfare Organization (KWO) - Non-Profit Organization <b>Finance Officer</b>	February, 2010 To August 2011
Khushal Welfare Organization (KWO) - Non-Profit Organization <b>Assistant Finance Officer</b>	May 2009 To January 2010

---

## COMPETENCY-BASED CERTIFICATE

Quick Book  
Peachtree

26<sup>th</sup> Jan, 2009 To 26<sup>th</sup> Feb, 2009

Special Training Course held at  
**SUBHASH EDUCATIONAL COMPLEX PESHAWAR**

Awarded certificate from  
**SKILL DEVELOPMENT COUNCIL (GOVERNMENT OF PAKISTAN)**

---

## COMPUTER SKILLS

Google Spreadsheet, Google Form  
Microsoft Office (Word, Excel, PowerPoint, Access)  
Quick Books (Accounting Software)  
Peachtree (Accounting Software)

---

## LANGUAGE SKILLS

Fluency in oral & written Urdu, Pushto & English

---

## REFERENCES

**C/O Dr. Saif Ullah Khan**  
Deputy District Polio Officer  
Area Coordinator - (WHO)  
District Emergency Operations Center, Peshawar  
0333-9235645

**C/O Dr. Ahsan Iqbal**  
District Delivery, Operations and Supervision Officer  
Immunization Officer - (WHO)  
District Emergency Operations Center, Peshawar  
0349-5682112

**C/O Laeeq Ahmad**  
Program Data Analyst (PDA) - PEI - KP  
World Health Organization (WHO)  
0333-9283009