

## CURRICULUM VITAE

### OBJECTIVE

To work in a dynamic and challenging organization where I can utilize my education, experience, organizational and interpersonal skills and contribute towards the realization of organization's objectives, acquiring new skills & gaining new experience through hard work & dedication.

### PERSONAL STATEMENT

I am a confident and enthusiastic person with the ability to learn and adapt quickly. I have an organized approach with good communication skills, which enables me to work effectively either on my own or as a part of the team.

### PERSONAL INFORMATION

|                   |  |
|-------------------|--|
| Name              | Najeeb Ullah   |
| Father's Name     | Manzoor Ullah  |
| Date of Birth     | 16-04-1988   |
| Religion          | Islam  |
| Nationality       | Pakistani  |
| CNIC #            | 17301-7652090-3  |
| Domicile          | Peshawar (KPK)   |
| Permanent Address | Landi Arbab Manakrow Peshawar  |
| Email address     | <a href="mailto:najeebullah007@gmail.com">najeebullah007@gmail.com</a> |
| Contact #         | 0333-9306486 / 0313-9593856  |

### ACADAMIC/EDUCATION RECORD

| <u>Degree Name</u>     | <u>Passing Year</u> | <u>Board/ University</u> |
|------------------------|---------------------|--------------------------|
| SSC (Science)          | 2004                | BISE Peshawar            |
| HSSC (Pre-Engineering) | 2007                | BISE Peshawar            |
| BCS (Hons)             | 2008-12             | University of Peshawar   |

## **WORKING EXPERIENCE**



**MFFA Group : [www.mffagroup.com](http://www.mffagroup.com)**

MFFA Group is a Govt Contractor and General Order Supplier in the fields of Mechanical, Civil Electrical Engineering & IT

**From June 2015 till date.**

**Job Designation: - Admin Officer**

### **Responsibilities:-**

- Office Administration
- Company Accounts Maintaining and Preparing all payments
- Overall Projects Management with Project Managers
- Assisting CEO, M.D in Office Management
- Applying for New Projects
- Banks Dealings
- Dealings with Departments & Clients
- Bidding (Have a Good Command on E-Bidding & Manual)
- Dealings with Contractors and their representatives.
- Dealings with Suppliers & Distributers
- Record Keeping of Official & Suppliers
- Office Files Management
- Drafting
- IT Troubleshooting
- Maintaining Company's Accounting Software
- Maintaining Company's website.
- Procurements of Goods & Materials
- Bills Clearances from Departments
- Monthly Reports Generating
- Budgeting

**PCUP (Pakistan Community Uplift Program) a National NGO**

**Designation: - Office / IT Assistant**

### **Responsibilities:-**

- Assists IT Team in IT Related Software
- Assist Chairman & Vice Chairman in Official Correspondence
- Preparing and Maintaining Financial Proposals
- Assisting Accounts Officers
- Applying for New Projects
- Preparing Profiles
- Dealings with Donors
- Attending Donor Meetings

## **Final Year Project**

General Inventory Management System Using Oracle 10g

## **Professional Abilities**

- Effective Communication, Interpersonal and Management skills.
- Ability to take effective decisions timely.
- Ability to Work Independently or as a part of the Team.

## **IT Skills**

- MS. Office
- Oracle 10 g
- SQL

## **Hobbies**

- Social Working, Reading Books & Magazines.

## **Languages Abilities**

- English, Urdu and Pashto.

## **REFERENCES**

Will be provided on Request.