

# NUMAN AKHTAR

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DOB: 25 Oct 1994

Address: VPO Laphi Tehsil Kallar Kahar Dist Chakwal

## WORK EXPERIENCE

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5 Years' experience at Public Health Engineering

September 2017 – June 2022

(Rawalpindi, Pakistan)

Experience at Population Welfare Dept.

Experience at Agha Khan Health Services

Experience at Bureau of Statistics

Responsible for:

- To perform Clerical Duties, Answering incoming calls , Sorts and Distributes E-mails
- Maintain accurate record and data entry
- Interact with clients and Visitors
- Short term field survey project with diff organizations
- Keeping good record and responsible for management
- Perform line listing and data collection
- Obtain knowledge and experience by working on real-life projects

## ACHEIVEMENTS

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- Certified in MS Word
- Certified in Excel
- Certified in Power Point
- Certified in Water Testing equipment's
- Certified in management course

## EDUCATION

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|---------------------------|------|-----|------------------------|
| • BA (Mass Communication) | 2017 | 54% | University of Sargodha |
| • F.S.c (Pre-Engineering) | 2012 | 59% | BISE Rwp               |
| • Matric                  | 2010 | 75% | BISE Rwp               |

## SKILLS

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Communication

Team Work

Flexible in any Environment

Management

Front Desk Worker

Creativity

MS Office

## REFERENCES

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References will be provided on demand.