

RIAZ ULLAH



CNIC Number
11201-2079741-1

Date of Birth:
10/04/1993

Mailing Address:
Present: -
Mohallah Toti Abad near
old DPO Office Lakki
City, District Lakki
Marwat.

Permanent: -
Village and P/O Abdul
Khel, Mohallah
Mehmood Khel District
Lakki Marwat.

Email Address:

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Contact Number:
0343-9343643

OBJECTIVES

To become a part of a dynamic group where I could further explore my capabilities of full potential of academic career and can handle an extreme pressure in will reputable organization as well as to contribute toward the development of the institution and the society that groom my abilities and become a successful asset of an organization.

EDUCATION & QUALIFICATIONS

NAME OF INSTITUTION: Gomal University D I Khan
M.com **Graduating year: 2014**

Obtained/Total Marks: 1801/2200

NAME OF INSTITUTION: **Graduating year: 2012**

University of Science & Technology Bannu

B.com

Obtained/Total Marks: 1007/1550

NAME OF INSTITUTION: **Graduating year: 2011**

Govt: Post Graduate college Lakki Marwat

F.sc

Obtained/Total Marks: 758/1100

High School Name: **Passing year: 2008**

knowledge Public High School Lakki Marwat High School

Obtained/Total Marks: 722/900

One Year Diploma in Information Technology

NAME OF INSTITUTION: **Passing year: 2012**

Al-Hafiz College of Commerce & Management Sciences Lakki Marwat

Obtained/Total Marks: 979/1400

EXPERIENCE

WHO-PEI Program (District Emergency Operation Centre Lakki Marwat)

since March, 2020

Data Assistant (Worked as Data TTM from March-020 & Working as Data Assistant since January-022)

- Pre and Post campaign activities as per activity timeline
- Before campaign recording team training activities and attendance
- Preparing Summary of UPEC meeting Minutes
- During campaign recording Clusters
- Filling and submitting DDM cards to finance office Peshawar
- Collection of data from field staff Presenting it on different formats
- Any other task assigned by AC, IO, PDA & DSO.

The Bank of Khyber

June, 2017- November, 2019

Cash Cum GBO Officer

- Receipt and Payment of cash/Cash Management
- Preparing and Payment of day-to-day Expense voucher
- Also worked on Online Fund Transfer, Cheque Encashment, Clearing and

Remittances, ATM Replishment

Crop Reporting Services Lakki Marwat

June, 2016- November, 2017

Intern (Under Prime Minister Youth Training Scheme)

- To Assist seniors in discharging their duties relating to Accounts and Administration
- Also participated in Different Surveys conducted by the Office.

Pakistan Steel Mills Karachi

August, 2015- April, 2016

MTO

- Preparation of JVs on the Terminal relating to Finalization cell
- Preparing schedule of Reasons for increase /Decrease in operating expenses, Financial Expenses
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SKILLS & INTRESTS

- I have keen Sense of learning in my field
- Devoted and Punctual
- Team working and Communication Skills

REFERENCE

- Dr. Waleed Farooq IO/WHO Lakki Marwat
- Hazrat Umar OM The Bank of Khyber