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| **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:****riazullah722@gmail.com****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 **Graduating year: 2014**M.com**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)**** Following and Sharing the Progress of Pre and Post campaign activities as per activity timeline,
* Filling and submitting DDM cards to finance office Peshawar
* Collection of data from field staff Presenting it on different required 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 Replienshment

**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

**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