

# CURRICULUM VITAE

**SAIFULLAH**

**ADDRESS**

SaddiQue Chowk Pandura chongy Saidpur Road Rawalpindi

Email:-[saifullahkhan1122@hotmail.com](mailto:saifullahkhan1122@hotmail.com)

Cell Phone#: 03015733318

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## **Objective:**

To enhance my skills and abilities in a challenging environment to continue my efforts in a best way to pursue my careers in a suitable environment.

## **Academic Qualification:**

- M.A In Political Science (2012) From KOHAT University OF Science And Information Technolgy(KOHAT)
- B.SC In Chemistry(2010) From KOHAT University OF Science And Information Technolgy(KOHAT)
- B.ED In Education(2014) From University Of Peshawar
- M.ED In Education(2015) From University Of Peshawar

## **Professional Qualification:**

- Diploma in Information Technology from Cosmos institute Peshawar in 2014
- Certificate in Microsoft office from Cosmos institute Peshawar in 2013
- Certified Teacher From Allama Iqbal Open University Islamabad in 2016

## **Professional Experience:**

- Office Assistant-Cosmos Institute Peshawar-  
Mar-2014-Apr-2016

## **Job Responsibilities:**

- To Assist staff in Document handling
- To Prepare Documents on daily basis
- Handling computer Data input and output
- Printing files and documents and reports
- Performs sometimes admin activities as well

## **Other Skills:**

Basic computer:

- Ms. Word
- Ms. Excel

- Ms. Power point
- Ms. Access

- Email composing

**Language Skills:**

English, Urdu ,pashtoo

**Personal Information:**

Father Name: Islam Jan

CNIC NO.21301-4595463-5

Date of Birth: 07-05-1989

**References Available:**

Will be given on request.