

Jahanzaib



Contact address

Mobile: 0333-3685372 E-mail: Jahanzaibjtk116@gmail.com

Personal Profile

Skilled in all office work, file making, interpersonal skills, working collaboratively with the whole team, salary preparation, bank work, Voucher challan making. Working on Microsoft Office, in-page, Urdu typing, English typing, creating invoices, submitting tenders, making presentations, PVC cards, knowing a little graphic design, mailing,

Personal Information

Name:	Jahanzaib	Father's Name:	Abdul Kareem
D O B:	08-Nov-1999	CNIC:	53405-1390274-3
Gender:	Male	Marital Status:	Married
Religion:	Islam	Blood Group:	O – Negative

House No E-5 Phase 2 Near Faysal Bank Shahbazz Town Quetta

Education

Matric (2015) 63.71%:	Science Group 1st Division	Balochistan Board of intermadite 669/1050
FS.c (2017) 59.45%	Pre-Medical 2nd Division	Balochistan Board of intermadite 655/1100
Bachler of Arts (2020) 59.25%	Sociology, Political Science 2nd Division	University of Balochistan 474/800

Work Experience

March 2018– August 2018 Reception Emaan School of Medical Sciences & Resources Development Center

Providing information to new comers, collecting fees, attendance, class management, designing cards, enrolment, creating forms.

1 fa0 Sep 2018 – Till date Office Assistant Pak Security Services (Pvt) Ltd Quetta Regional Office

Attendance, Payroll, Remittance, Balance Report, Petty Cash, Daily Report, Invoices, Recruiting New Guard, Filing, Sending Mail, Noting Telephone Report from Bank Manager, Visiting Branches Outside City, Uniform, shows, caps etc record maintain.

Diploma

Course	Period	Percentage	Institute
DIT (2017)	6 Months	89%	Muslim Hands Informatics
Dispenser (Sep-2020)	1 Year	52%	Emaan School of Medical Sciences Center
Hardware (2017)	1 Month	88%	Muslim Hands Informatics

Hobbies and Interests

Study Books,

Languages

Urdu	Excellent
English	Good
Brahui	Excellent