



Asad Javed

Manager

+92.336.9280125

asad_genius2006@yahoo.com

Hayatabad, Peshawar, Pakistan

Summary

divipl have done Bachelors in Electrical Engineering and have done masters in Business Administration in Finance/p/div

Skills

Written Oral and Communication | Record Keeping | Quick typing skills | Quality Packaging | Organization Skills | MS Office | Madical Writing | Health Insurance Knowledge | Health Education | Health Assessment | English Writing | English Language | Data Comparison | Data Collection | Customer Care Representation | Conservation Awareness | Computer Savvy | Community Health | Microsoft Office

Experience

- Sep 2018 - Present** **Manager**
Fauzia Javed MEDICAL CENTER, Peshawar, Pakistan
Entrepreneur,Purchases of inventory,Marketing and Business development,Auditing,Resource management,Employees motivation and feedback
- Jan 2016 - Apr 2018** **Office Assistant**
Women Concern Organization, Peshawar, Pakistan
Monitoring and evaluation,Assisted the Finance Officer in multiple tasks
- Sep 2013 - Dec 2013** **Field Engineer**
MB Consulting, Peshawar, Pakistan
Installation of LT capacitors on industrial loads,coordinating between field work and office,Auditing of field work,
- Jul 2013 - Aug 2013** **Internee**
United Nations Pakistan, Peshawar, Pakistan
(1) Assisted the communication officer in formatting and layout review of environment and climate change unit.
(2) Supporting the National Programme Coordinator, s office in facilitating correspondence with government counterparts.
- Aug 2012 - Oct 2012** **Intern**
PTCL, Peshawar, Pakistan
Worked on Base Transceiver Station,Power Banks,and billing sections.

Education

- 2017 **Institute of Management Sciences**
Masters in Business Administration , MBA Finance
Finance
CGPA: 2.9/4
- 2013 **CECOS University**
Bachelors of Engineering
Telecommunication

Languages

Pashto
Expert

Saraiki
Expert

Urdu
Expert

English
Expert