



# Asad Javed

## Manager

+92.336.9280125

asad\_genius2006@yahoo.com

Hayatabad, Peshawar, Pakistan

## Summary

divpl 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

<b>Pashto</b> Expert	<b>Saraiki</b> Expert	<b>Urdu</b> Expert	<b>English</b> Expert
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