CURRICULUM VITAE

**Mailing Address:**

C/O Master Haji Zahoor Khan,

Najaf Colony, Near Karimo Khan Masjid,

P.O Hassa Kachi Paind Khan,

Dera Ismail Khan, KPK, Pakistan.

**Cell #** +92-342-9366502

**Email:** [bobykhan143@gmail.com](mailto:bobykhan143@gmail.com)

**MUHAMMAD MEHBOOB ALAM**

**OBJECTIVE**

Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today’s changing work environment.

**PROFILE**

* Father’s Name **Haji Sher Alam Khan**
* Data of Birth August 1984
* CNIC # 12101-500XXXX-X
* Gender Male
* Marital Status Married
* Nationality Pakistani
* Religion Islam
* Domicile D.I.Khan (KPK-Pakistan)
* Language English, Urdu, Pashto, Saraiki

**EDUCATION QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **LIVEL** | **GROUP** | **INSTITUTIONS/BOARD** |
| * SSC | Science | B.I.S.E, Karachi |
| * DBA | Commerce | Govt. College of Commerce, D.I.Khan |
| * B.Com | Commerce | Gomal University, D.I.Khan |
| * M.Com | Commerce | Gomal University, D.I.Khan |
| * PTC | Teaching Certificate | Allama Iqbal University, D.I.Khan |

**PROFESSIONAL EXPERIENCE**

# In Aug-2009

* 06 weeks **Internship** in Bank Al-Falah Ltd., Hyderabad, Pakistan.

# From Nov-2010 to Aug-2012

* Worked as **“LDC - Admin”** in NIHCR, Islamabad, Pakistan.

# From Aug-2012 to Till Dated

* Working as **“Executive Officer – Operation”** in Pak-Qatar Family Takaful Limited, D.I.Khan, Pakistan.

**COMPUTER SKILLS**

**Short Course 06 Months (*Office Automation*)**

* MS Office (Word, Excel, Access, PowerPoint)
* Internet Browsing & Searching

**Short Course 03 Months (*Hardware*)**

* Operating System Windows 95,98,2000,XP & Vista
* Assembling and CMOS Configuration of Computer
* Software Installation/Partition
* Basic Computer Trouble Shooting