

PERSONAL INFORMATION



UBAID ULLAH

📍 P/O Abdur Raheema, Dalazak Road, peshawar.

☎ +923480931933

✉ ubaidullah133950@gmail.com

Gender: Male | Date of birth 17/04/1999 | Nationality | Pakistani

OBJECTIVE

To make positive contribution as a part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

EDUCATION AND TRAINING

2019-2023 **Bachelor Of Business Administration**

Institution Agriculture University Peshawar

(www.aup.edu.pk)

2016-2019 **Higher Secondary School Certification**

Institution Fazaia degree college Peshawar Cantt.

2014-2016 **High School Certification**

Institution Fauji Foundation Model School, Defence Colony, Peshawar Cantt.

WORK EXPERIENCE

- 8 Weeks **Internship** at Accountant General Of Pakistan Revenues Sub-Office Peshawar.
- Working As **ADMIN OFFICER** With Tariq Traders(International Freight Forwarders) At Bacha Khan International Air Port Peshawar.

TECHNICAL SKILLS

- MS Office.
- Computer Expertise

LANGUAGES

- English (Being the official language).
- Urdu (Being the national language).
- Pashto (Being the mother tongue)

PERSONAL SKILLS

Strong decision-maker.
Ability to act as an active team member.
Strong attention to detail.
Excellent written and verbal communication skills.
Self-directed and able to work with and without supervision.
Work in a high-pressure environment.
More ethical and punctual, calm and focused person.

EXTRACURRICULAR ACTIVITIES

- Travelling.
- Social Media Expert.
- Video Editor.
- Chef.



OFFICE OF THE
ACCOUNTANT GENERAL PAKISTAN REVENUES

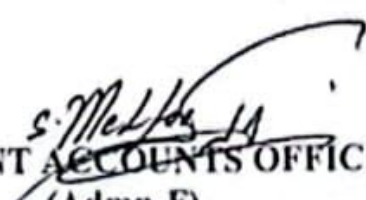
Sub Office

PESHAWAR

Ph No:(091-9211278), Fax No:091-9211301

INTERNSHIP CERTIFICATE.

It is certified that **Mr. Ubaid Ullah** student of BBA (Hons),
Institute of Business And Management Sciences (IBMS), Faculty of
Management And Computer Sciences, University of Agriculture, Peshawar,
has successfully been completed eight (8) Week internship program
in this office w.e.f 12.04.2023.


ASSISTANT ACCOUNTS OFFICER
(Admn-F)



Tel : +92-91-5253543 / 5253544
Mob: 0308-8887722
Email: tariqtraders19@gmail.com

TARIQ TRADERS

INTERNATIONAL *Freight Forwarders*

Ref No: _____


Date: 01 AUG 2024

TO WHOM-SO-EVER IT MAY CONCERN

This is to certify that **Mr.Ubaid Ullah S/O Mr.Ahmed Gul** worked as **ADMIN OFFICER** in our company from **01.07.2023** (ON GOING) with our entire satisfaction. During his working period we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allow him in any better position and have no liabilities in our company.

His pay is 30000 only.

We wish him every success in life.

Sincerely,

TARIQ IQBAL

(PHONE NO:-03138833866)

