



ASFAND YAR

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House # C1982, Mohallah Shahiencha Bashi Street #3, Chowk Nasir Khan Peshawar.



OBJECTIVE

Looking for some suitable position in a reputable organization having attractive environment, Prospects of growth and learning Where I can effectively utilize my knowledge and skills



PERSONAL DETAILS

Date of Birth : 04/11/1995

Marital Status : Married

Nationality : Pakistani

Father's Name : Fazal e Moeen

CNIC # : 17301-1135337-1



SKILLS

Ms Word

Ms Office

Excell

Power Point

Software Installation

Spss

Hardware



LANGUAGES

Urdu

English

Hindko



ACTIVITIES

Read Historical Books

Gaming

Travelling

Photography



EDUCATION

2011

Superior Model School
Matric (General Science)

2013

Islamia College
Intermediate (General Science)

2017

University of Peshawar
Masters

2013-2017

BS (Statistics)



EXPERIENCE

2018 - 2019

Searle pharmaceutical

2019 - 2022

Pakistan Civil Aviation Authority, Bacha Khan International Airport



ABILITIES

*Fully computer literate with sound knowledge of MS Word/ MS PowerPoint and command in written and spoken English.

*Ensure efficient / smooth functioning through proper record keeping, timely initiative, follow-up, Reports writing, drafting letters.

*Support and coordinate with Administration, Program Coordinators on administrative and extra-curricular activities.