

# CURRICULUM VITAE



## **INAYAT ULLAH HAKRO**

Cellular# 0333-7279935 / 0302-3663063

Email: [hakroinayat@gmail.com](mailto:hakroinayat@gmail.com)

Address: Hakra Mohallah, Gym Khana Street Gulistan Colony Shikarpur Sindh

**Objective:** To pursue my career in such an organization where I can excel and contribute my ability leading to overall development growth of the organization as well as myself.

### Personal Data

- |                 |                                    |                |             |
|-----------------|------------------------------------|----------------|-------------|
| • Father's Name | : <u>Abdullah Hakro (Late)</u>     | Surname        | : Hakro     |
| • Date of Birth | : <u>2<sup>nd</sup> March 1981</u> | Marital Status | : Married   |
| • CNIC#         | : <u>43304-0569359-7</u>           | Nationality    | : Pakistani |

### Civil Education

- |                    |                                  |              |                                  |
|--------------------|----------------------------------|--------------|----------------------------------|
| • Bachelor of Arts | : <u>1<sup>st</sup> Division</u> | Intermediate | : <u>2<sup>nd</sup> Division</u> |
| • Matriculation    | : <u>2<sup>nd</sup> Division</u> |              |                                  |

### Army Qualification

- |  |   |             |   |
|--|---|-------------|---|
| • Office Mgmt Course   | : <u>61% (BH)</u>   | Institution | : <u>Army School of Logistic Muree</u>                            |
| • Whole Time Training Course<br>Linked with Office Mgmt Course | : <u>Qualified</u>  | Institution | : <u>Secretariat Trainig Institute<br/>Estb Div GoP Islamabad</u> |
| • Computer Qualified   | : 60 wpm in MS word. Also literate in excel, PowerPoint & In Page Urdu. Hardware and software installation. |             |   |

### Experience

- |                               |   |   |
|-------------------------------|---|---|
| • Pak Army as Havildar Clerk  | : <u>16 YEARS</u><br><u>(2002 to 2018)</u>  | <u>Core Appointments</u><br>Supdt Admin, Accounts Clerk & Personal Assistant.                       |
| • Civil Steno Typist (BPS-14) | : <u>1 ½ YEARS</u><br><u>(2019 to 2020)</u> | School of Infantry and Tactics Quetta   |
| • UDC (BPS-13)                | : <u>09 Nov 2020</u><br>till To-date        | <u>Deppartment:</u><br>PASB Sectt Min of Def Rwp<br>Sub Office at Distt Armed Services Board Sukkur |

### Honor and Awards

- Blessed with Chief of Army Staff COMMENDATION CARD on earning of seven consecutively OUTSTANDING grading in Annual Confidential Reports.

### Language

- English (Excellent in Reading, Translating, Drafting and fairly good in Speck)
- Urdu (Read, Write and Speak)
- Sindhi (Read, Write and Speak)