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| Mubeen khan | *Moh: Miskeen Khel P.O Pirpai*  *Tehsil & District Nowshera.*  *Contact No: 0315-6255181* |



**CAREER OBJECTIVE:**

To secure an entry-level position in growing organization that would fully employee my personal skills as well as my academic training in a rewarding career that can enhance my professional and personal growth.

## PERSONAL PROFILE

* Father’s Name : Muhammad Amin Khan
* Date of Birth : 15-06-1997
* CNIC No. : 17201-4623191-1
* Domicile : Nowshera (K.P.K)
* Nationality : Pakistani
* Religion : Islam
* Marital Status : Single

**ACADEMIC QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Degree** | **Marks /GPA** | **Session** | **Board / University** |
| 1. | S.S.C | 774/1050 | 2013 | B.I.S.E Mardan |
| 2 | BS IT | 2.7/4.00 | 2018-2022 | Shuhada e aps University of Technology Nowshera |

**Computer Skills:**

* Microsoft Office Suite.
  + Microsoft Word.
  + Microsoft Excel.
  + Microsoft Power Point.
* Windows Operating Systems: Installation, troubleshooting & daily use & Mail handling.
* Document Controlling & Office administration
* Computer Operator.
* Data Entry.
* Office Assistant.
* HR Assistant.
* Admin Officer

**Experience:**

* Worked as a **“Technician”** at Cherat Cement Factory Project on Temporary Basis in Power Tech Switchgear Services from July 2016 to January 2017.
* Working as **“Call center agent”** at Smart Brains Technologies from March 2021 to till date.
* Working as IT- Assistant in UoT Nowshera from Nov 2021 to Feb 2022.
* Working as “**Data entry operator Officer & Data handling & Documents controller Officer & HR Assistant**” in silaj furniture company from junuary 2021 to 2024.

**LANGUAGES:**

Can Speak, Read & Write

* English
* Urdu
* Pashto