

Noman Mehboob

Address:
Mohalla Daman Khel, Azakhel Bala, Nowshera
Phone :

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Email:
noman@ciitwah.edu.pk

Objective

To hold a challenging position with eager to work in a reputed and dynamic outfit where I can develops my career by providing my skills and talent.

Personal Information

- Father Name: Mehboob Zada
- Date of Birth: 14 Aug 1998
- Marital Status: Married
- Religion: Islam
- CNIC: 17201-0511988-9

Skill Highlights

- MS Word
- MS Excel
- Power Point
- General Office Management

Experience

6 year experience as LDC (Lower Division Clerk) in Store & Purchase Section, COMSATS University Wah Campus, Wah Cantt, performing following duties:-

- Office Maintenance/Management
- Office Record Maintenance
- Handling of Tender Process
- Handling, Purchase through Quotations
- Handling of Petty Cash Purchases
- Store Inventory Maintenance/Management
- Implementation of Store procedures

Education

FSc (Computer Science) – 2016, Mardan Board (KPK)

BA (Associate Degree in arts), AIOU, Islamabad.

Languages

- Poshto
- Urdu
- English

References

- Can be provided on demand.