

# Curriculum Vitae

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Marital Status single

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## **Academic Qualification**

| BSC CIVIL ENGINEERING TECHNOLOGY (BTECH) | CECOS University Peshawar           | 2019-23 |
|--|-------------------------------------|---------|
| Associate degree of                      | Allama Iqbal open university,       | 2019-22 |
| education (ADE)                          | Peshawar campus.                    |         |
| FSC                                      | Qurtaba collage Hayatabad           | 2019    |
|  | Peshawar.                           |         |
| SSC                                      | University Public School, Peshawar. | 2017    |

# **Computer Skills**

- MS word, MS excels, Power point, Access.
- Advance Internet Usage techniques, browsing, downloading, and uploading.
- > 40 words / minute.
- Languages
- 1. English 2. Urdu 3. Pashto

### **Work and Job Experience**

- Worked with **Hassan International as finance manager.** Job responsibilities: Controlling & managing financial problems, cash inflows & outflows of the business. Job Duration 6 Months in 2017.
- Worked as Site Engineer (internee) for 8 months at AH GROUP OF COMPANIES From 03 December, 2022 To 03 August, 2023.

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#### **General Skills Summary:**

- Proficient in using Microsoft word, Power point, Excel, Windows and Internet. 40 words / minute.
- Works well under pressure & Quick learner.
- Worked continuously for 20 hours.
- Being an important part of the Employer, have practiced and experienced all important parts of the Organization.
- Strong Communication skills. (English/Urdu).
- Challenges status quo and identify opportunity for improvements.
- Strong interpersonal skills and must be able to communicate with all the stake holders effectively.
- Good Time Management skills.
- Demonstrate a high level of integrity.
- Ability to work independently as well as a part of a team.
- Self-motivated and playing key role in any occasion and Problem solver.

### **Appreciations And Certificate of Excellence.**

- Certificate & License in Driving car.
- Certificate in School cricket team.

#### **Hobbies and field of Interests**

- Reading different kind of books, encyclopedia and travel magazines.
- Internet Searching and Browsing and Networking.

Author: Syed Muhammad Awais Badshah