|  |  |  |  |
| --- | --- | --- | --- |
| **CURICULUM VITAE / APPLICATION FORM** | | |  |
| **Main Information** | | | |
| Position | Professional | Desire Type of Job: | As per my services  experience |
| Desired Salary | **90000** | Available From: | Within 30 days |
| Full Name | **Rafaqat** | Date of Birth: | 01-12-1982 |
| Marital Status | **Married** |  |  |
| Citizen Ship | **Pakistan** | Place of Birth: | Havelian (Abbottabad) |
| Phone No | **03145325002** | Country of  Residence : | **Pakistan** |
| E-Mail Address | [aliraf506@gmail.com](mailto:aliraf506@gmail.com) | City/Address: | Mohalla Siyali Tehsil Havelian District  Abbottabad |
| Postal Address | Mir Afsar Hotel Near Rejoia Adda Usman Bazar Havelian Abbottabad | Religion: | Islam (Sunni) |
| Cell / WhatsApp # | +923145325002 | English level: | Good |

|  |  |  |
| --- | --- | --- |
| **Certificates** | **Date of Issue** | **Place of Issue** |
| 6 months Computer Course from Jinnah Institute of Commerce College Havelian (Abbottabad) | 15 March 2002 | Havelian |
| Office Automation (Elementary Training) of computer from Pakistan Computer Bureau Ministry of Information Technology Islamabad | 22 October 2004 | Rawalpindi |
| 3rd Position in Basic Ordnance Course from Ordnance College Karachi | 02 December 2016 | Karacahi |
| Excellence awarded Certificate given by Ordnance Officer Civilian Central Mechanical Transport and Stores Depot Golra Rawalpindi | 07 July 2003 | Rawalpindi |
| Excellence awarded Certificate given by Commandant 301 Spares Depot Electronic  Mechanical Engineering Golra Rawalpindi | 18 December 2009 | Rawalpindi |
| Excellence awarded Certificate given by Wing  Commander Army Medical School and Centre Abbottabad | 11 August 2014 | Abbottabad |
| Internship Certificate awarded by Pakistan Broadcasting Corporation Rawalpindi | 11 April 2011 | Rawalpindi |
| **Biometrical Data** | | |
| Sex: Male | Height:5’ 5” | Eyes Color: Brown |
| Weight: 54 Kgs | Shoes size: 43 |  |

# COVER LETTER

**ASSALAM-O-ALAIKUM !**

I would be grateful to you if you look through my application as a employ with future career development in your firm / department. My knowledge and my desire to work in this occupation let you see my application as one of the best specialist.

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **YEAR PASSING** | **MARKS DETAIL** | **%AGE / GRADE** | **BOARD / UNIVERSITY** |
| **Msc (Mass Communication)** | 2010 | 767/1200 | 64 % / B | Allama Iqbal Open University Islamabad. |
| **B.A (Arts)** | 2007 | 659 /1100 | 60 % / B | Allama Iqbal Open University Islamabad. |
| **F.A (Arts)** | 2003 | 518/1100 | 47% / D | Board of Intermediate  and Secondary Education Abbottabad |
| **S.S.C (Science)** | 1999 | 431/850 | 50 % / C | Board of Intermediate  and Secondary Education Abbottabad |

**Internship**:

One month internship in Radio Pakistan Rawalpindi.

During the internship I gained professional skills in working with the team of Radio Pakistan Rawalpindi.

**Performed**: Preparation for launch programs online, receiving calls of listeners and perform the duties as duty officer.

During the internship I attended and took part in all general exercises.

# Experience:

Brief detail of duties performed in my services with Pak Army in various Station / Units from March 2003 to retirement are as under:-

# Central Mechanical Transport and Stores Depot Golra Road Rawalpindi

# (March 2003 to July 2007)

|  |  |
| --- | --- |
| **Computer Operator:** | Computer is necessary for handling all documentations; I perform duties as key  punch operator, data entry operator on MS Word, MS Excel, MS Power Point and Office Automation System. |
| **Typist:** | Had been perform the duty of typist and Typed all concerned letters, Bills, Issue Vouchers etc. |
| **Time Keeper:** | Maintained the record of attendance and all welfare matter against employees of said department |
| **Dispatcher :** | All concerned mail of branch had been forwarded to concerned departments |
| **Administration** | Had been performed Administration duty, as ordered by seniors. Like arrange the meeting of employees and Officers. |
| **Management** | Had been performed Management duty, as ordered by seniors. Like Officer’s conference with the employees. |
| **Executions:** | Had been performed Executive duty. |
| **Audit System:** | Had been performed the duty of all auditable documents included accounts  Matters, local purchase matters and killed the observation/objections by concerned authorities. |
| **Issue**  **Voucher:** | After receiving the required stores, I prepare Issue Voucher of stores for  Issuance to concerned Pak Army Units by currier or by hand. |

**301 Spares Depot Electronic and Mechanical Engineering Golra Road Rawalpindi (July 2007 to September 2013):**

|  |  |
| --- | --- |
| **Tendering** | Had been performed the duties of Tender Inquiry Clerk to float tenders to various registered private firms/contractors as per Rule/Regulations of Government of Pakistan, which were quote their rates on Firms quotations and I compile the all  quotations, to prepare final Comparative statement for purchasing of required Spares/luggage/ instruments. |
| **Comparative Statement** | Had been collect the all quotations from registered firm / contractors and compile the data for further action |
| **Purchase Order** | Had been performed the duties of purchase clerk, as I compile the data and  prepare the comparative statement, I gave purchase order to the lowest rates quoted firms and supply the stores to concerned Pak Army Units |
| **Billing** | After receiving the required stores, I gave the Contingent bill to concerned Central Military Accounts for issuance of Bank Cheque to pay the amount of lowest firms/contractors. |
| **Issue Voucher** | After receiving the required stores, I prepared Issue Voucher of stores for issuance to concerned Pak Army Units by currier or by hand. |
| **Other** | Any other task assign by the seniors. |

# Army Medical School and Centre Abbottabad (September 2013 to October 2015):

|  |  |
| --- | --- |
| **Training:** | Had been performed the duties of training clerk as the said department trained the Nursing soldiers, and make question paper, results, discipline of students. |
| **Instructor** | I had been also given lectures to employees for computer knowledge and Office  Automation System of Pak Army, Electronic Army Resource Management System on Oracle. |
| **Welfare:** | I had been performed the duties of staff welfare and keep their services documents in all respects, also save the record of their leaves, discipline, welfare etc till completion of job. |
| **Pay & allowances (Soldiers)** | I had been performed the duties of distribution of pay and allowances to Soldiers. |

**Central Ammunition Depot Havelian (October 2015 to Retirement):**

|  |  |
| --- | --- |
| **Office In charge:** | I performed the duties of Office In-charge. |
| **Computer Operator:** | Computer is necessary for handling all documentations; I perform duties as key punch operator, data entry operator on MS Word, MS Excel, MS Power Point  and Office Automation System. |
| **Administration**  **of Civilian in Depot** | Had been performed Administration duty, as ordered by seniors. Like arrange the meeting of employees and Officers. |
| **Instructor** | I had been also given lectures to employees for computer knowledge and Office  Automation System of Pak Army, Electronic Army Resource Management System on Oracle. |
| **Quarter**  **Master:** | I had been performed the duties of provision of construction material. Maintenance of Officers/Soldiers residential area, office block on their |
| Requirements and also give the Government Family Accommodation to Soldiers. |
| **Pay & allowances** | I had been performed the duties of distribution of pay and allowances to civilian employees on monthly basis. |

**Hattar Industrialists Association (HIA) (May 2023 to till now)**

I am working in Hattar Industrialists Association (HIA), Hattar Haripur as a **PS to Chairman and Secretary of Hattar Industrialists Association (HIA)**

The most important qualities, for a employee, I considered, are responsibilities, quick response and making the right decisions and actions in emergency situations, carefully observing the safety and health! In my practice there are often was had the necessity of practices. In this situation one of my best qualities can be seen I’ll never leave my working place, until the problems has been solved and the mechanism / environment has finally been put into operation/work, as I have already mention before! I’m always happy to get new skills and knowledge in the specialty, experience and practice while working with a qualified crew to improve my own skills and I like to have self-education. I always try to take some part of work of seniors who have higher grade, for further experience, I always listen and consult with them.

During the internship/services, I gained professional skills in working with various sectors.

# Interests:

Reading, internet, and doing sports, also I have negative attitude to alcohol and smoking. Knowledge of Urdu: **Excellent**

Knowledge of English: **Very Good**

Knowledge of Hindku: **Excellent**

I’ve God good picking abilities and computer skills. I’m good at working with word, Excel, Power Point, Office Automation System, Electronic Army Resource Management System on Oracle, In-page, Computer Hardware/software, Handling of Office Electronic Equipments, Typing Tutor, Freelancing, Graphic Designing, Social Media Marketing, Guest Post Linker, YouTube SEO, Resume Writing, Affiliate marketing, Content Writing, Business / visiting Card Maker, Logo Design, and Short Video Editing or Intro video making.

If You are interested in my application / CV, You can contact with me at any time.

**Important Note Please**:

Currently I am working in Hattar Industrialists Association (HIA), Hattar Haripur as a **PS to Chairman and Office Secretary**. So, I will join you well within one month after acceptance your offer.

**Availability: Within one month**