



# Hammad Mehmood

Village & Post Office Taru Jabba tehsil Pabbi District Nowshera KPK  
03169920609 | hammadmehmood316@gmail.com

## Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## Experience

- Nescom**  
10/NOV/2024 - 31/AUG/2024  
Nescom Admin assistant  
Managed an active calender of appointments, Filed expense reports, Filing documents record keeping and composed and prepared confidential correspondence.

## Education

Course / Degree	School / University	Grade / Score	Year
Associate Degree Computer science	Abdul Wali Khan University Mardan	3.12	2023
HSSC	Imperial college system Peshawar	B	2020
Matric	The Khyber islamic model school Akbarpura	A	2018

## Skills

- Microsoft Word
- Excel
- Typing
- Problem solving
- Computer hardware technician
- Record keeping

## Interests

- Volleyball
- Video games
- Travelling

## Languages

- English
- Urdu
- Pashto