

CURRICULUM VITAE

Objective

To pursue a challenging career with dedication in a renowned organization so as to enhance and fulfill organizational goals through abilities of my academic knowledge, training & professional practical experience.

Name : Abdur Rahman
Father's Name Gender : Gohar Rahman
Date of Birth : 01.11.1997 (1st November, 1997)
Nationality : Pakistani
Domicile : Swabi, Gadoon Amazi (Zone-6), Khyber Pakhtunkhwa
Permanent Address : House # S-2 Near Nursery Chowk, University Campus,
University of Peshawar, Pakistan
Religion : Islam
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ACADEMIC QUALIFICATION:

Certificate/Degree along with Institution	Year of Passing	Marks Obtained	Total Marks	Division/Grade /C.G.P.A.	Attempt
Master of Business Administration (MBA with specialization in Marketing) Brains Institute Phase-3 Chowk, Peshawar, Pakistan	Continuous Only Saturday & Sunday Classes				
Bachelor of Business Administration (BBA with Specialization in Marketing), Institute of Management Studies (IMS), University of Peshawar	2017-21	2.89	4.00	71.67%	1 st
Intermediate (H.S.S.C./F.Sc) Board of Intermediate and Secondary Education, Mardan, Khyber Pakhtunkhwa, Pakistan	2015-16	766	1100	69.63% (1 st)	1 st
Matric (S.S.C.) Board of Intermediate and	2013-14	880	1100	80% (1 st)	1 st

Secondary Education, Mardan, Khyber Pakhtunkhwa, Pakistan					
Research Project/ Internship Report	<i>“Medicraft Pharmaceuticals (Pvt.), Ltd. Industrial Estate, Hayatabad, Peshawar, (KPK) Pakistan”</i>				

TECHNICAL/ PROFESSIONAL QUALIFICATION:

Certificate/ Diploma alongwith Institution	Year of Passing	Marks Obtained	Total Marks	Division/ Grade	Attempt
Diploma in Information Technology (DIT) Khyber Pakhtunkhwa Board of Technical Education, Peshawar, Pakistan	2018	1079	1400	77.07%	1 st

CO-CURRICULAR ACTIVITIES (HONORS & AWARDS)

Award/ Certificate alongwith name of Institution	Activity	Session
Certificate from Frontier Children’s Academy, Hayatabad, Peshawar	Presentation on “Youn-e-Takbeer” event	2013
Certificate from Frontier Children’s Academy, Hayatabad, Peshawar	Milli Naghma on Pakistan	2013
Certificate from Frontier Children’s Academy, Hayatabad, Peshawar	Milli Naghma on Pakistan	2014
Certificate from Pakistan Thinker Forum (PTF)	Participation in the Conference	2015
Certificate from Future Vision Organization (FVO)	Speech in the event	2015

WORK / PRACTICAL EXPERIENCE:

Name of the Organization	Designation	Period	
		From	To
Islamia Degree College of Commerce & Computer Sciences, Peshawar	Laboratory Assistant	10.09.2018	10.09.2019
Brains Institute, Phase-III Chowk, Hayatabad, Peshawar	Computer Operator	11.09.2019	10.09.2021
Estate Arena, Pvt. Ltd, Company, Deans Trade Center, Peshawar Saddar.	Manager	16.09.2021	Till-Date

Organizational skills and Flexibility	<ul style="list-style-type: none"> ➤ I can present and demonstrate on my performance indicators. ➤ I can prioritize all programs and activities. ➤ Strong multi-tasking and organizational skills. ➤ Ability to work beyond normal working hours when necessary. ➤ Ability to work under pressure while maintaining accuracy and paying attention to detail. ➤ Strong analytical skills and the ability to analyze complex issues. ➤ Proven team-building and team leadership skills. ➤ Strong Communication Skills ➤ Work under pressure ➤ Customer service and Problem-solving skills ➤ Team worker and adaptable
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HOBBIES:

- Research
- Reading
- IT skills
- Field trips
- Training
- Experimentation
- Communication & Documentation
- Gardening

Computer

- **MS-Office:** Very Good
(Word- Excel- PowerPoint)

LANGUAGES:

1. English
2. Urdu
3. Pashto

REFERENCES:

1. Prof. Muhammad Hashim Khan, Institute of Management Studies (IMS), University of Peshawar
2. Ms. Farah Naz, Lecturer in Chemistry, Govt. Girls Degree College, Hassan Khel, Sub-Division, Peshawar bearing Email Address: farahnaz74709@gmail.com