**CURRICULUM VITAE**

* **Hashir Iqbal Mughal**
* Address: Gulbahar no 3 house number T-712 mohala qadar abad peshawar
* Contact no: +923148282890
* Email: hashirmughal91@gmail.com

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Father Name | Sabir Iqbal Mughal |
| CNIC  | 17301-3270222-1 |
| Religion | Islam  |
| Gender  | Male |
| Date of Birth | 18th November 1998 |
| Marital Status  | Single |
| Domicile  | Peshawar |
| Nationality | Pakistani |

**CAREER OBJECTIVE**

To work in a progressive and challenging environment where I can fully utilize the best of my skills, experience and hard work for the development of the company as well as to achieve growth in my career my dedication toward work has always been my fort in all the endeavors for the development of the organization and me.

**ACADEMIC QUALIFICATION**

* ***HIGHER SECONDARY SCHOOL CERTIFICATE***

***F.SC*** *(Engineering Group)*

*(ICMS college warsak branch)*

***From board of intermediate & secondary education Peshawar.***

* ***SECONDARY SCHOOL CERTIFICATE***

***Computer Science Group***

*(ICMS school chamkani branch)*

***From board of intermediate & secondary education Peshawar.***

**COMPUTERSKILLS**

* Windows Installation
* Data Entry
* Internet Operating
* *MS Excel*
* *MS word*
* *MS Power point*

**WORK EXPERIENCE**

* ***Presently working*** *as a Office Assistant in*

*(ANUM builders and real estate)(Joining from September 2022 to till)*

* ***Two year*** *experience as a NLE in Such news.*

*(From January, 2018 to Dec, 2020)*

 **EXPERIENCED CITIES**

* *Peshawar*

**Personal Strength**

* Excellent communicational and interpersonal Skills.
* Marketing strategies Maintain Drop Size.
* Target Achievement and excellent planning.
* Conversions
* Availability on eye level and maintain the Key outlets.
* Presentable, committed to hard work and honest.
* Eager to climb success ladder with talent.

**SOCIAL SKILLS**

Public Relation, Management, Motivation, Relationship Management, Training Organizational Dynamics, Communication, Leadership, Interpersonal, Analytical, Problem Solving & Decision Making Skills.

* Hard worker, Punctual and Goal Oriented.
* Flexible with all working contexts.
* Ability to work under pressure.
* Writing Minutes.
* Able to be an active member of team.
* Good Communication Skills.
* Able to handle new challenges.
* Able to positively contribute to the organizational goals.
* Confident, Bold, Self-motivated, Sincere and talented.
* Outstanding analytical skills & extremely professional disciplined and confident.
* Skill to make proper use of knowledge and information.

**LANGUAGES KNOWN**

* ***English***; having good speaking, writing and communication skill in English language.
* ***Urdu***; Being a national tongue easy Understandable and having outstanding speaking writing and communication skill.
* ***Pashto*;** Having very perfect speaking communication skill in Pashto language.
* ***Hindko***; Being a mother tongue having a good understanding, speaking skill of this language.
* ***Punjabi*;** Having very perfect speaking communication skill in Pashto language.

**Regards**

**Hashir Iqbal Mughal**