

CURRICULUM VITAE

Address: Ghari musafar khan mera kachori khattako pull p.o urmar payan Peshawar

Cell: 00923069765092, 00923119156515

Email: matiullah033592@gmail.com

Mr.MATEE ULLAH

✓ **PERSONAL INFORMATION**

Father's Name : Alam Jan
D.O.B : 20-03-1996
Domicile : Mohmand kpk
Gender : Male
Nationality : Pakistani
CNIC : 17301-4021452-1

✓ **CAREER OBJECTIVE**

- To establish my career in the field of Human Capital.
- To contribute my role in the development and dynamism of community.

✓ **PROFESSIONAL EXPERIENCE**

2019-2021

- Worked as Office Assistant at Hydro Food Beverages & Shadab Tea Company.
- Public Dealing.
- Record Maintaining.
- Helping in upselling company products.
- Keeping records of customer comments, and complaints.

2021-2023

- Worked as Front disk officer at Tristar Adhesive Industries (pvt) LTD.
- Public Dealing,
- Managing meeting ,
- Recording and maintaining office expenses,
- Greeting visitors,
- Maintaining the reception area,

✓ **ACADEMIC EDUCATION**

Degree	Session	Board
S.S.C	2013	B.I.S.E Peshawar
Diploma (Electrical) Associate Engineer	2016	KP Board of Technical Education peshawar
BA (Humanities)	2018	University of Peshawar

✓ **Computer Literacy**

- MS office word 2003.
- MS office word 2010.
- MS office Excel 2010.
- Use computer easy & done different works of computer.
- Web Browsing best experience.

✓ **Extra Curricular Activities**

- Reading Newspaper,
- Browsing Internet,

✓ **LANGUAGES**

- Can read write & speak
- English
- Urdu
- Pashto

➤ **References;**

Mr. Rehmanullah section officer Finance department civil secretariat Peshawar kpk