

# Muhammad Noman Khan

**Permanent Add:** Turab Colony Peshawar Cantt

**Cell:** +923275831863



## OBJECTIVES

To become a part of dynamic group where I could further explore the skills and capabilities which gained in the whole academic career, and to serve in a challenging work environment and equally vast opportunities of career development based upon achievements results.

## PERSONAL

Father's Name : Muhammad Fahim  
Date of Birth : 20 April 1993  
CNIC No : 17301-4564097-5  
Passport No : CK4130972  
Gender : Male  
Nationality : Pakistani  
Domicile : Peshawar  
Religion : Islam  
Marital Status : Unmarried

## ACADEMIC QUALIFICATION

Exam	Session	Division	Board/Institution
M.Sc (Economics)	2019	1 <sup>st</sup>	Islamia College University Peshawar
BSC	2015	2 <sup>nd</sup>	University of Peshawar
FSC	2013	2 <sup>nd</sup>	BISE Peshawar
SSC	2011	2 <sup>nd</sup>	BISE Peshawar

## COMPUTER SKILLS

- Diploma in information technology(DIT)

## WORK EXPERIENCE

- 6 months internship  
Technology Links

- Office Assistant

Ghareebkar Overseas January 2019-Present

- ❖ Overseeing clerical tasks, such as sorting and sending mail.
- ❖ Keeping an inventory of office supplies and ordering new materials as Needed
- ❖ Maintaining files.
- ❖ Welcoming visitors to office.
- ❖ Answering phone calls.
- ❖ Taking and delivering messages.
- ❖ Ensuring the office runs smoothly.

## **LANGUAGES**

- English
- Urdu
- Pashto

## **HOBBIES AND INTEREST**

- Book reading
- Internet