

Curriculum Vitae

Ziaullah Afridi

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OBJECTIVE

I am highly enthusiastic and eager to work with an organization with a rapid expansion and growth.

PERSONAL PROFILE

- Demonstrates self-motivation, hardworking, optimist and initiative to achieve goals.
- Strong interpersonal and communication skills.
- Demonstrative ability to work efficiently with all levels of employees.
- Team player qualities & ability to work under pressure in all sorts of environments.

SUMMARY OF QUALIFICATIONS

Bachelor of Arts (B.A)
Institution: Peshawar University
Peshawar Campus
Pakistan
Year: 2021

PAST EXPERIENCE

- **THE SMART School Hayatabad** (Peshawar)
from (Aug, 2022 to October, 2023) as an Accountant.

OTHER EXPERIENCE

- Data Entry Operator with (**Pakistan Red Crescent Society**) PRC FATA Headquarters.
- **RACINES School System Hayatabad** (Peshawar)
- English Teacher with (**Fawad Model School Hayatabad**).
- Computer Teacher with (**The Learners High School Hayatabad Peshawar**)
- Office Assistant with (**Swallow International Company**)

EDUCATION

2021 Bachelor of Arts (B.A) (Private)
University of Peshawar.
2013 Intermediate, (Forward Degree College, Peshawar).
2011 S.S.C, (Police Public School, Peshawar).

OTHER EDUCATION

2011 English Course from **(American Centre English Language & Computer Program)**.
2011 Graphics Designing Course **(SUBHASH EDUCATIONAL COMPLEX, Peshawar)**.
2010 MS Office Automation **(SKILL DEVELOPMENT COUNCIL, Peshawar)**.

SKILLS

- MS Office Automation.
- Full command on Internet.
- Windows Operating System (Win7, 8 & 10).
- Hardware and Software Installation and Trouble Shooting.
- Graphic Designing (Photoshop, Corel Draw).

Languages

LANGUAGE	SPEAK	READ	WRITE
English	S	R	W
Urdu	S	R	W
Pashto (Regional)	S	R	W

REFERENCES:

Will be provided on demand.