***Khawar Naeem***

 **Address: House:302, Lane 11, Sufiyan Gardens, near JJ Associates, WarsakRoad, Peshawar, Pakistan.**

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**DOB: 4/3/2000**

**PERSONAL STATEMENT**

To achieve excellence in career through constant hardworking and work in a goal-oriented environment and contribute positively in business profession. I have ability to perform effectively in team, hardworking and passionate team leader. Adaptive to all kind of people and environment. Innovative and good time management skills. I also want to apply and groom my professional skills and abilities in your professional atmosphere.

 **OBJECTIVE**

**“To utilize my knowledge and potential to assist an organization to achieve its goals while seeking**

**long term career objectives with optimum growth”**

**QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  **MBA (HR)** |  2024 |  City University, Peshawar |
|  | **BBA (Hons)** |  2022 |  City University, Peshawar |
|  | **FSC (Pre-Engineering)** |  2017 | Edwardes College, Peshawar |
|  | **SSC (Computer Science)** |  2015 | Peshawar Model School |
| **SKILLS** |  |  |  |
|  | Ability to apply academic knowledge to real life | * Planning, Organizing & Executing
 |
|  | Stress tolerance in critical thinking | * Team Management and Leadership
 |
|  | Analyzing and problem-solving |  Adobe Premier & Aftereffects |
|  | Formulating new ideasMicrosoft Office |  Project Management Data Analysis “Google Data Studio” Motivated with positive attitude |

**Work Experience**

* Serving at PMRU ‘’Performance Management & Reforms Unit’’ as a Data Analyst. **Jul 2022-Jun 2023**
* Served at KPCSW “KP Commission on the Status of Women” as Internee. **March 2021-August 2021**
* Served at Media Reflections as Projects Manager. **December 2017-December 2019**
* Served at D.G Information KPK as an Internee. **October** **2018-Augus**t **2019**

**VOLUNTEER**

* Participate in HS Philanthropy ‘’HOPE.hsp’’ as PR Coordinator. **(2017-Till now)**
* Participated in ‘’IN TO THE WILD: A Wilderness Leadership Conference’’ by ‘Young Intellects’. **(2017)**
* Participated in ‘Express Education & Career Expo’ by ‘ARY Group of Companies’. (**2017**)

**EXTRA-CURRICULAR ACTIVITIES**

Reading, Badminton, Table tennis, Photography, Video Production & Audio Production.