

# Yaseen Ullah



## Personal & Contact Info

- **Fathers Name:** Akbar Ali Khan
- **Marital Status:** Unmarried
- **CNIC :** 11101-3101112-1
- **D.O.B:** 31-July-1998
- **Address:** House#2, Street#1  
Sector#F6 Phase#6 Hayatabad  
Peshawar
- **Phone:** 03034510303
- **Email:** [Yaseenwzr@gmail.com](mailto:Yaseenwzr@gmail.com)

## Education

- **Matric (Science)**
- **FSC (Pre-Engineering)**
- **Bachelor Of Science (BS)**  
From Economics

## Career Objective

- To play an effective and challenging role in organizational development and believing in making long-term and everlasting relationship.
- "The first rule of management is delegation. Don't try and do everything yourself because you can't and second rule of management do your work himself."

## Skill Highlights

- Management
- Communication  
And Manipulate  
Skill
- MS Office Command
- Typing Speed 50 WPM
- Service-Focused

## Work Experience

**6<sup>th</sup> TOWELLERS LIMITED (Unit-4)**

**(2021-Till Present)**

### ***Preventive Maintenance Plan Officer | Computer Operator***

- Responsible To Update Computerized Machines Floor Wise
- Responsible To Maintain Machines Transfer Details Floor To Floor
- Responsible To Make Gate Passes And Keep Records On The Computer And Registering
- Responsible To Make A Preventive Maintenance Plan and deliver to machine maintenance department.
- Responsible To Maintained Machine Maintenance Register

## Skill Highlights

- 📋 MS Office
- 📋 Management
- 📋 Problem Solving
- 📋 Leadership
- 📋 Advance Communication
- 📋 Service-Focused
- 📋 Time Management
- 📋 Positive Attitude

## Languages

- 📋 English
- 📋 Urdu
- 📋 Pashto

## Hobbies

- 📋 To Make A New Habits
  - Favorite Habit
  - Discipline
  - Focus
- 📋 Reading Books
  - Favorite Book
  - Think And Rich Grow
  - Seven Habit Of Highly Successful Man
  - The Richest Man In Babylon
- 📋 Gym And Exercise
- 📋 Learning Skills
  - Favorite Skill
  - Typing Skill 60 Wpm
  - Fast Reading
  - Remembering Things
  - Observation

## Education

- **Matric:** - 2012 From Islamia Collegiate School Peshawar with Grad "B"
- **FSC:** - In 2014 From Qurtuba School & College Hayatabad Peshawar with Grad "C".
- **Bachelor Of Science (BS):** - In 2020 From The University Of Agriculture Peshawar With 66.63% Percentage.

## Certifications

- Experience Certificate: Work As A Assistant Account Officer At Engineering Work Directorate From 15 Feb 2020 To 09 Aug 2024.
- *English Language Course:* Having A Great **English Language Native Speaker**
- *CIT Course:* Having A Good Command On MS Office (**MS Office, MS Word, Excel Etc.**)

## Skills

### Communication Skills

- Excellent present and negotiation skills
- Excellent written and verbal communication skills
- Empathic listener and persuasive speaker
- Speaking to public and group via electronic media

### Computer Skills

- Having A Good Command On MS Office (**MS Office, MS Word, Excel Etc.**)
- Having A Good Command On photo editing software's like prezi and adobe photo shop.

### Other Skills

- Positive Attitude
- Time Management
- Motivational Skills
- Creative problem solver and work harder
- Excellent Computer operator skills in the field of science
- Ability to make right decision on right time
- Ability to work under the pressure independently and minimum supervision

## References

- **Mr. Waqas Motiwala** Cont.: 0300-3680635  
Manager Sys. & Compliance / HSE & Sustainability (**Tawellers Limited**).  
Manager Sys. & Compliance / HSE & Sustainability (**Soorty Enterprises Group of Companies**).

