

Mashal Habib

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Professional Summary

Looking for a challenging career where my abilities can be utilized to the best where the job demand responsibilities and willingness to accept challenges and commitment to targets and deadlines so that I can build a long term relationship with the organization and enhance my career.

Skills

Teamwork Skills	●●●●●
Communication skills	●●●●●
Strategic planning	●●●●●
Leadership	●●●●●

Work History

2021-2022	One month experience in spleen manufacturing industry Lahore, Pakistan. Four month experience in Paraplegic Centre Peshawar, Pakistan. One year experience on design for manufacturing of Wheel Chair <ul style="list-style-type: none">Produced high-quality communications for internal and external use.Provided clerical support, addressing routine and special requirements.Leveraged accounting software to manage expenses and keep track of finances.Secured essential information and determined logistics to coordinate meetings and travel.Welcomed office visitors and alerted staff to arrivals of scheduled appointments.Interacted with customers by phone, email or in-person to provide information.
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Education

2018/2022 Current	BS Industrial Engineering University of Engineering and Technology Peshawar. Status: Completed Marks / CGPA: 2.45 Division: 1st Grade: A
2016/07 - 2018/08	Intermediate: Pre Engineering Govt Collage Peshawar Status: Completed Marks: 800 Division: 1st Grade: A
2014/01 - 2016/07	Matriculation: Science New Islamia Public High School Charsadda Status: completed Marks: 966 Division: 1st Grade: A+
2019 – 2021	Diploma in Information Technology Frontier Collage of IT Charsadda Status: Completed Marks: 1097 Division: 1st Grade: A

Softwares

AutoCAD	●●●●●
ARENA	●●●●●
Ms Office	●●●●●
Ms Excel	●●●●●
Typing	●●●●●

Languages

English	●●●●●
Urdu	●●●●●
Pashto	●●●●●