

CV

MUHAMMAD ISMAEL



Dalazak Road Mian Gujar Peshawar



0331-5112078



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OBJECTIVE

- I am Organized & proactive self-starter seeking position in Administration, with such a company that allows me to use of exceptional time management, administrative & leadership skills.
- I want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers be successful.
- Seeking a job position of administrative management where I can make best use of my strong leadership ability, good decision making skills & administration knowledge for the improvement of productivity.
- I want to be part of the success in an environment of growth and excellence.

PERSONAL PROFILE

Father's name	Muhammad Junaid Khan
Date of Birth	05-11-1993
Domicile	Peshawar
Religion	Muslim
Nationality	Pakistani
Marital Status	Married
Languages	Pashto, Urdu, English

ACADEMIC QUALIFICATION

Bachelor of Science In Microbiology	2014-2018
Bachelor of Science	2012-2014
HSSC	2010-2012
Secondary School Certificate from Peshawar Board	2009-2010

CV

Plat Forms:

Windows 8
Windows 7
Wamp Server

Software Skills:

Ms. Office
Ms. Window
Typing



Fields Of Interest:

- ❖ Marketing
- ❖ Administration
- ❖ Supervision

PROFESSIONAL EXPERIENCE

- ❖ 4 Years Experience as a Manager In ALZA Pharmaceutical (Shifa Trust Eye Hospital Rawalpindi) till date.

STRENGTHS & WEAKNESSES

<u>STRENGTHS</u>	<u>WEAKNESSES</u>
Enthusiasm	Sensitive
Discipline	Taking on too many works at once
Patience	Work too many hours
Dedication	To Detail Oriented
Determination	Taking On Too Much Responsibilities
Honesty	Perfectionism
Versatility	Providing Constructive Criticism
Punctuality	Focusing On Details Too Much

SOCIAL MEMBERSHIP

- ❖ A regular Member of Pakistan International Human Rights Organization.