



Mian Abad Ullah

Date of birth: 2 Mar 2000

Nationality: Pakistani

CONTACT

Street # 04 P/O Darora ,
Town Gandigar District Dir
Upper
18150 Dir Upper, Pakistan
(Home)

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WORK EXPERIENCE

7 JUL 2018 – 28 SEP 2019 Dir Upper, Pakistan

Clerical assistant National School & College

I was appointed to Receive, sort and distribute incoming and outgoing mails. Furthermore I was responsible to collect and direct money and funds for various purpose. I had to process employee time sheets; assist substitute teachers with time sheets and and school operations. I was also responsible for purchase requisitions, employee reimbursement and budget information.

29 SEP 2019 – 29 AUG 2020 Dir Upper, Pakistan

General office administrator Al-Syed Printing Press

I was Appointed as a Microsoft Manager and my responsibilities were to suite an applications designed to help with productivity and completeing common tasks on a computer. I could create and edit documents text and images, work with data in spreadsheets and databases, and create presentations and posters.

EDUCATION AND TRAINING

5 JUL 2016 – 10 JUL 2018 Dir Upper, Pakistan

intermediate 12th Government Degree College Dir Upper

Website <http://dirupper.kp.gov.pk>

3 MAR 2023 – CURRENT Lahore, Pakistan

Bachelor in Science BSc University Of Panjab

Website <http://pu.edu.pk>

LANGUAGE SKILLS

MOTHER TONGUE(S): Poshto

Other language(s):

English

Listening	Reading	Spoken production	Spoken interaction	Writing
B2	C1	B2	B2	C2
Urdu				
Listening	Reading	Spoken production	Spoken interaction	Writing
C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Microsoft Word | "Google Ads" | Facebook

ADDITIONAL INFORMATION

Hobbies and interests

Creativity I'm a creative person. I view and solve problems more openly with innovation. I shows bigger interest to explore new ways to solve current & upcoming hazards & problems.