

CURRICULUM VITAE

IMAD SAID



Objective:

After having deeply given through about myself, I can say that I am an ambition person. I am the type of person that likes to move ahead in life. I have excellent communication skills that enable me to communicate with people of all ages and cultural background. I am self-motivated hardworking individual who love challenging and interesting work assignment. I believe in positive attitude and willingness to be given 100 percent. I enjoy working with people.

Education:

- **SSC (Science) PART-1 & PART-2**
March 2011-September 2012
From: Govt. High School Lund Khwar Mardan
- **HSSC (Pre-Engineering) PART-1 & PART-2**
September 2013-April 2014
From: GOVT. DEGREE COLLEGE LUND KHWAR MARDAN
- **BSC (Math's & Physics) PART-1 & PART-2**
September 2015-September 2016
From: GOVT. DEGREE COLLEGE LUND KHWAR MARDAN
- **MA ECONOMICS PART-1 & PART-2**
December 2017-December 2018
From: ABDUL WALI KHAN UNIVERSITY MARDAN
- **DIPLOMA INFORMATION TECHNOLOGY (D.I.T)**
2ND Term 2017 - 1st Term 2018
From: BOARD OF TECHNICAL EDUCATION PESHAWAR

Currently Working:

- As An Office Assistant/Computer Operator
(At Garden Public School Lund Khwar Mardan)
- As an I.T Instructor (Evening Shift)
(At Garden Public School Lund Khwar Mardan)

Experience:

- Computer Operating
April 2021- May 2024
At Garden Public School Lund Khwar Mardan
- Assistant Manager + Junior Accountant
April 2021- January 2024
At Garden Public School Lund Khwar Mardan

Languages:

- URDU Read, Write and speak
- ENGLISH Read, Write and speak
- ARABIC Read, Write and speak

About

Father Name: GUL SAID
D.O.B: 10-JULY-1996
CNIC: 16102-5223492-5
Religion: ISLAM
Marital Status: Married
Nationality: Pakistan
Passport No: KB5974922
Issue date: 18 Jan 2024
Expiry date: 16 Jan 2029

Contact Info

0502327617
saidimad938@gmail.com
DUBAI

Skills

- Computer Operating
- Data Entry
- Cashier
- Proficient in MS Word & Excel
- Proficient in MS Access
- Graphics Editing
- Fast Typing (ENG or any other)
- Book Keeping (Records)
- Accounts Work
- Electrician & plumber
- Store keeper