

**Mobile:**

03055969812

Email: najamawan5444@gmail.com

Address:

Mohallah Awana wala
Garhmahraja tehsil Ahmed
pur sial district jhang

SKILLS

- Ms office intermediate
- Ms World
- Internet and web searching
- Basic knowledge of computer

FIELD OF INTEREST

- Sport
- Traveling
- Writing
- Reading
- Foreign language
- Photography

HOBBIES

NAJAM ABBAS

OBJECTIVE

To work with a well reputed organization where I can use my knowledge and strengths for the betterment of not only my future but also for the betterment of organizations

JOB EXPERIENCE

Hope English School Garhmahraja Math
Teacher/Vice Principal 07 2024 - Continue

Vice Principal is accountable for supporting the Associate Principal to develop and ensure the quality of teaching and learning, the internal organisation, operational management and for supervision over teaching and support staff.

Pizza World Manager 02 2024 - 06 2024

Developing budgets Ensure employees are motivated and productive Hiring and training employees Make strategy adjustments as necessary

Hope English School Garhmahraja Math
Teacher 07 2023 - 09 2023

Teaching math with innovative ideas Lesson planning Attending parent-teacher conferences Classroom management Collaborating with

- Gardening
- Internet marketing
- Learning
- Reading
- Writing

other teachers and staff Assess students' knowledge fairly and accurately

**Maqbool Sweet And Pizza Shop Call Center
Jobs 01 2023 - 06 2023**

Follow-up calls → outbound Managing customer complaints Meet individual and team targets Providing information

**The Superior Science School Garhmore Clerk
06 2022 - 09 2022**

Office work and responsible for performing administrative tasks to support daily business operations. Their duties include responding to phone calls or emails, maintaining an organized filing system and restocking office supplies as needed.

EDUCATION

Institution:Riphah International University

Major:Bs Mathematics

Year of Passing:2024

Institution:Bise Faisalabad

Major:Fsc Pre Engineering

Year of Passing:2020

Institution:Bise Faisalabad

Major:Matriculation

Year of Passing:2018

PERSONAL DETAILS

Father's Name : Sikandar Abbas

Date of Birth :04/02/2003

Gender : Male

Marital Status : Single

Nationality : Pakistani

Languages Known : Urdu Punjabi English

DECLARATION

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

A handwritten signature in black ink, appearing to read 'Najam Abbas', written in a cursive style.

(NAJAM ABBAS)