

CV



NAVEED ALI s/o MURAD ALI

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DOB: 28 June 1996

Nationality: PAKISTANI

EDUCATION

ABDUL WALI KHAN UNIVERSITY MARDAN PAKISTAN
Master of Economics

ABDUL WALI KHAN UNIVERSITY MARDAN PAKISTAN
Bachelor of Science (Double Mathematics)

ANSI DEGREE COLLEGE MARDAN PAKISTAN
F.SC (Pre- Engineering)

THE EASTERN SCHOOL AND COLLEGE MARDAN PAKISTAN
SSC (Group Science)

PROFESSIONAL EXPERIENCE

The Star Mart Islamabad Pakistan June , 2021- August ,2023-10-27

Post :- OFFICE ATTENDANT

General Duties:-

- Sorting and sending mail
- Answering calls and taking messages
- Welcoming visitors, Coordinate events
- Scheduling meetings and appointment
- Maintaining office equipment

Software :-

- T 24
- 4D
- U- Bank

SKILLS

- **Certificate in (MS OFFICE).**
- **Certificate in health & safety, Professional E-mailing, Customer Dealing**

LANGUAGES:

- Proficient in English (Diploma in English Language,
- Urdu and Pashto languages.