جشيب والله الزَّخانِ الرَّحِينِهِ

Serial Nº GU 01973

Controller of Examinations

GOMAL UNIVERSITY

DERA ISMAIL KHAN

(N.W.F.P)PAKISTAN



(Session 1991)

GOHAR AFAQ QURESHI SON Of MUHAMMAD ASHFAQ QURESHI and
a student of the
in the SECOND Class The subject of examination being ECONOMICS The Examination was taken as a whale in parts.
2580
Registered No. 1658-D-86 Roll No. 250 Countersigned

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Vice-Chancellor



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Assistant Provided Officer

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Certified that the degree is from chartered university and is valid

ATTESTED

ABID H Dy. Director MIGHER EDUCATION COMMISSION Higher Education Governmen *Islamana 7298

Provinced by

(SAFDAR HAYAT) Head of Chancery Embassy of Pakistan Riyadh

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17 AUG 2005

Checked by - secrees Registration) s: Section

Gemal University B. I. Mine

COMAL UNIVERSITY
DERA ISMAIL KHAN

Serial No. 003381

GOMAL UNIVERSITY DERA ISMAIL KHAN



GOHAR AFAQ QURESHI SON Of	HUHAMMAD ASHFAQ QURESHI and
a student of GOVERNMENT COLLEGE;	DERA ISMAIL KHAN
having passed the prescribed examination	in May/June 1989,
is this day admitted by the Gomal Univ	versity to the DEGREE of
BACHELOR C in the Second Division. He pass Compulsory Additional Optional Subjects	PAK! STUDIES &
The Examination was taken	as a whole in parts.
Registered No. 1658-D-86	Roll No. 768
24TH SEPTEMBER, 1989.	Countersigned
	Saladie
Controller of Examinations	Vice-Chancellor

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GOHAR AFAQ QURESHI

S/O MOHAMMAD ASHFAQ QURESHI (LATE).

ASNFAQ MANZIL 11-SHEIKH YOUSUF ROAD ISLAMIA COLONY

DERA ISMAIL KHAN. (N.W.F.P). PAKISTAN.

SUBJECTS IN BACHELOR OF ARTS (B.A.).

1:- English (Compulsory).

2:- Pakistan Studies(Compulsory).

3:- Islamic Studies(Compulsory).

4:- Statistics(Elective).

5:- Economics (Elective).

ATTESTED

ASSISTANT CONTROL OF STREET

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Certified that the degree is from chartered university and is valid



17 AUG 2005



COMAL UNIVERSITY DERA ISMAIL KHAN



HD: 1378444 ID: 90000453

KCC

شهادة خبرة واخلاء طرف

Experience & Clearance Certificate

Al kifah Holding Company-Contracting is to verify that:

GOHAR AFAQ QURESHI MUHAMMAD ASHFAQ **QURESHI** (Pakistani) Nationality, Identity ID:

(2244497661).

, worked from: 04/09/ 2007until: 20/01/2019

As (contracts specialist)

The company cleared the employee and he has given this certificate, based on his request without any obligation the company. We wish him all the best in the future.

Thank you

نفيد نحن شركة الكفاح القابضة مقاولات بأن السيد:

جو هر افاق قریشی محمد اشفاق قریشی (باكستاني) الجنسية ، بموجب هوية رقم: (2244497661)

؛ عمل لدينا في الفترة من: 2007/09/04 م وحتى: 2019/01/20

بوظيفة: (أخصاني عقود)

وتم اخلاء طرفه من الشركة ؛ وقد أعطى هذا الشهادة بناء على طلبه دون أدنى مسؤولية على الشركة ونتمنى له التوفيق والسداد.

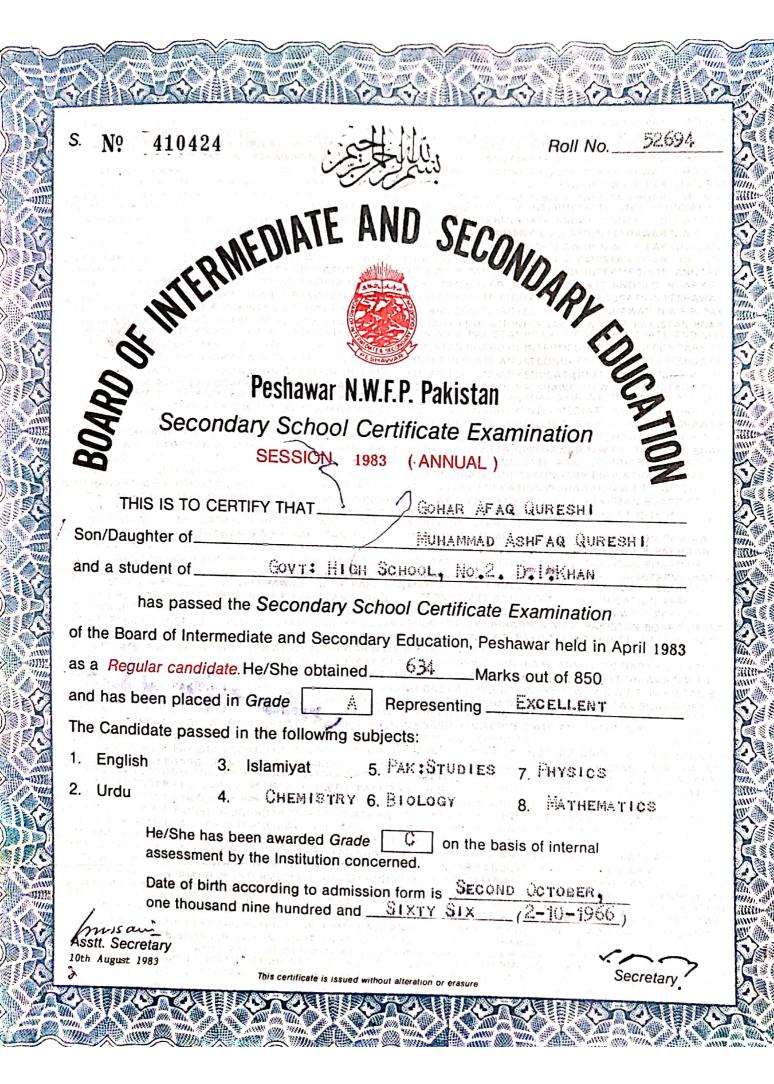
هذا ولكم جزيل الشكر والتقدير





شركة الكفاح القابضة _ مقاولات

Al Kifah Holding Company Contracting



Board of Intermediate & Secondary Education PESHAWAR

DETAILED MARKS CERTIFICATE Secondary School Certificate Examination (SCIENCE GROUP)

Session 19 62 (Annual/Supplementary)

Name Sohan Alag

Pather's Name Mahammad Ashfag Roll No. 52699

SUBJECT	Total Number of marks		MARKS OBTAINED
A STORY	allotted	In figures	In words
1. English	150	117	Rendreds seventeen
2. Urdu	150	98	Minely eight
3. Islamiyat	75	58	Tifly right
4. Pakistan Studies	75	36	Thirty six
5 Mathematics	100	76	Leverly Six
6. Physics	100	78	Leverly Eight
7. Chemistry	100	91	Ninely one
8. Biology	100	80	Eighty only
Total	850	634	Gx hand ed Asi - Inax

SB Nº 019369

Date 27.7 19.83

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Controller of Examination

Board of Intermediate & Secondary Education

PESHAWAR

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SWAT SERENA HOTEL

Fax ACO General Security Secur

August 20,1992

TO WHOM IT MAY CONCERN.

This is to certify that Mr. Gohar Afaq Qureshi S/O Mohammad Ashfaq Qureshi, has undergone through a one year Management Training from 20th August 1991 to 22nd August 1992. During this time we found him very hardworking and keen learner.

We wish him all the success in his future assignment.

Iftikhar Ahmed Executive Resident Manager.



Dared

DEPARTMENT OF ENGLISH GOMAL UNIVERSITY D. L. KHAN. (N. W. F. P.) Phone: 91297

TO WHOM IT MAY CONCERN

I have known Mr Gohar Afaq Qureshi son of Late Muhammad

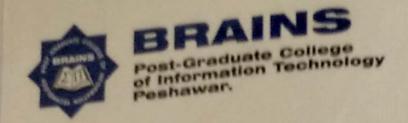
Ishfaq Qureshi, Dera Ismail Khan, N.W.F.P Pakistan for quite some

time. He is a young man of extra-ordinary talent and is quite

proficient in English Language. I am confident that being a deligent
as well as a competent person, he will successfully complete any

academic research project he is assigned.

(DR. ZAHIR JANG KHATTAK) Chairman



No.PSO-B/1(2) 04/50

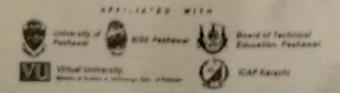
Dated Peshawar, the 31st May, 2004

To Whom It May Concern

This is to certify that Mr. Gohar Afaq Qureshi S/o Muhammad Ashfaq Qureshi has joined this College on 13th of July, 2002 and worked as Computer Operator in the BRAINS Post Graduate College of Information Technology, Peshawar upto 29th December, 2003. He has worked in the academic and progress side during his stay in this college. He left this institution due to his personal problems.

I wish him all the best in his future career.

Zafar Ullah Khan) Director





CHASHMA SUGAR MILLS LIMITED

University Road, P.O. Haji Mora. Dera Ismail Khan. (N.W.F.P.)

Ref.No.CSM/GM/02

Dated: 15.07.2002

TO WHOM IT MAY CONCERN

Worked as Personal Assistant (P.A) to the General Manager CHASHMA SUGAR MILLS Pvt. Ltd. D.I.KHAN (N.W.F.P) from January 10,2000 to July 12,2002. His liabilities were to re-evaluate all the official correspondence and react it positively. To arrange the intricate predicament of filing in an arrange manner. Amass the daily progress report of Chashma Sugar Mills e.g., the report of quality control from laboratory, godown stock record, store stock, maintenance of the General Manager office, and collect progress report from Technical Manager about the performance of the plant.

I wish him success in his all-future assignments.

MAQSOOD ANWAR QURESHI

General Manager

Registered Office:

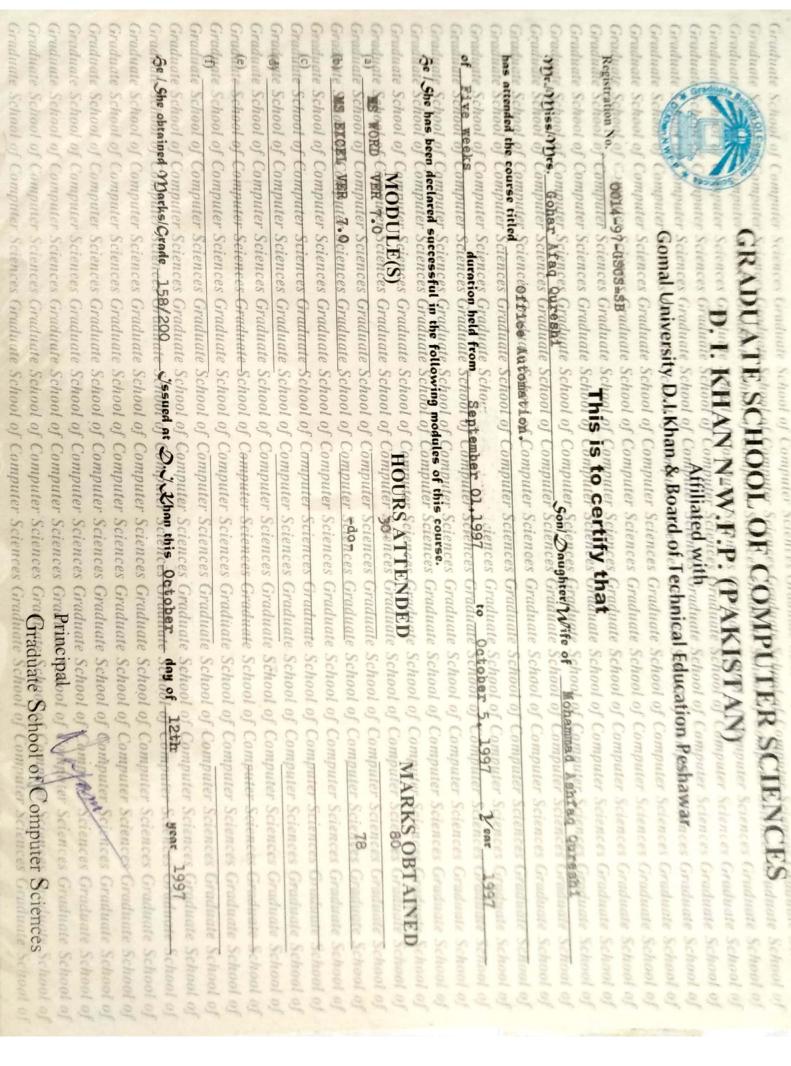
Gunner Lane off 11, Fort Road, Peshawar Cantt.

Mardan Office:

The Premier Suger Mills & Distillery Company Limited Mardan. Ph. # 92 - 931 - 62051 - 2

Head Office:

Premier Group 20 - A, Markaz F - 7, Islamabad. Ph. # 92 - 51 - 2650805 - 8 Fax # 92 - 51 - 2651285 - 6



Arab Translators Office مكتب المترجمون العرب

للترجمة المعتمدة



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جامعة قومال ديرا اسماعيل خان

رقم مسلسل: GU 01973

دورة ۱۹۹۱م

بهذا نشهد أن / جوهر افاق قريشي بن محمد اشفاق قريشي

قد منح درجــــة

ماجستير العلوم تخصص اقتصاد

بعد أن أكمل المنهج الدراسي المقرر و اجتاز الامتحانات المنعقدة في أبريل / مايو و نيله المرتبة الثانية ، مادة الامتحان - اقتصاد ، حيث تم إجراء الامتحان في شكل أجز اء.

إثباتا لما تقدم حررت هذه الشهادة تحت ختم الجامعة ،،،

رقم القيد: ٢٥٨٠

رقم التسجيل : D86-1658

التاريخ: ١٩٩٤/١٠/٠٩ م

توقيع مراقب الامتحانات

تصديقات:

وزارة التعليم العالي في باكستان وزارة الخارجية الباكستانية السفارة الباكستانية في الرياض السفارة السعودية في إسلام آباد

توقيع نانب رئيس الجامعة

الغرفة التجارية الصناعية للمنطقة الشرقية

الدمام - تلفون 118568188 التجارية 1180 مام - تلفون 1180 مام - تلفون

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PESHAWAR Couration



CERTIFICATE IN COMMERCE EXAMINATION

SESSION 1986

(ANNUAL / SUPPLEMENTARY)

This is to certify that

M reciaff	T. GOHAR	AFAQ QURESHI
daughter	son of Ar. MUHAMI	MAD ASHFAQ QURESHI
Registra	tion No. ucc/di	IK/85-10440
of the_	UNIVERSITY COLLEGE OF	F COMMERCE D.I.KHAN
has pass	sed the Certificate i	in Commerce (Accounts
Group)	Examination of the	A. W. J. P. Board of
ALEDULATION	THE PERCENT OF THE CHAIN AT FRAME BUCK	ar, held in the month of securing 298/650
The	Candidate passed in taccounts	the following subjects:
ALED CATION	WERRANDOLOGONIC TED WERROW English FTCCHNIC TERCOR BOW	5) Principle of Commerce
i guarrithan	All market to the Committee of the Commi	6) Accounting I
(LEQUEATIZ)		
LA DOLLA (3)	Islamyat Pak. Studies	7) Business Arithmetic
LA DOLLA (3)	SAFECT OF THE CHARACTER OF WARRESTAN	7) Business Arithmetic
LA DOLLA (3)	Islamyat Pak. Studies	7) Business Arithmetic
LA DOLLA (3)	Islamyat Pak. Studies	Abuna SECRETARY CHARMAN

DOMICILE CERTIFICATE

I declare that I was born of parents who are permanently domiciled in North-West Frontier Province having been born/settleda in this Province.

I was born at Village/Mohallah HARIZ JAMAL House No 916 Mustine BAZAR

Tehsil DERA. ISMAIL. KHAN. District Dera Ismail Khan.

Gohan A for Signature of the applicant, Dated:

Pursuant to the declaration dated 26 = 11 = 1979 filed by MI GOHAR AFAQ QURESHI SIO MOHAMMAD ASHFAR QURESHI domiciled in North-West Frontier Province, it is hereby certified that the said GOHAR AFAQ QURESHI is born of parents who are permanent residents of the North-West Frontier Province having been born/settled* within it. I have satisfied myself from personal knowledge/verification* that the above declaration is true and certify accordingly. 26/6- day of NOV 1979. H017704/H2 MAGISTRATE ISTCL ASS. Seal COUNTERSIGNED. rdan Sailani MAGISTRATE I-STRICT Palcislan D. I.K Dera Ismail Khan. *Strike out which ever is not applicable.

GOHAR AFAQ QURESHI

Mob : 02225151253 / 091-2322330 E-Mail : goharQ@gmail.com

Professional Experience

Recruitment Officer

Reporting to: HR MANAGER

AL-KIFAH HOLDING COMPANY

SAUDI ARABIA (DAMMAM)

Period: From September 4, 2007 to January 17, 2019

<u>Job profile:</u> Performed all HR related jobs, from cv collection to final induction in the company.

Duties & Responsibilities:

- ✓ Collection of CV's
- ✓ Preparation of employees contract on their arrival
- ✓ Conduct interviews on Skype
- ✓ Preparation of offer letter after selection
- ✓ Visa allocation for the candidate
- ✓ Preparation and maintaining, status of manpower
- ✓ Dealing with several offices abroad for manpower
- ✓ Preparation of attested contracts for candidates before their arrival
- ✓ Maintain all the records of the manpower in company.

Administration Manager (2004-2007)

KB International Peshawar Pakistan Reporting to: CEO

- Saudi Binladin Group Saudi Arabia (1998-2000)
 Worked as secretary to project manager
- Chashma Sugar Mills (2000-2004) Worked as P.A to General Manager

Key Skill Areas

- Report Writing
- Collect cv's
- Take interview by phone, Skype, hangout
- Send offers to the selected candidates.
- Arrange their transportation and accommodation upon their arrival.

Personal Qualities

- Self Motivated
- Communication & Interpersonal Skills
- Honest & Hardworking
- Team player & Leadership Qualities
- Dedicated & Professional Attitude
- Meeting Tight Deadlines

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Aucational Qualification

- Academic
 - ✓ Masters In Economics
 Gomal University Dera Ismail Khan, Pakistan 1994
 - ✓ BachelorGomal University Dera Ismail Khan, Pakistan 1988
 - ✓ Certificate in Commerce
 Govt. Commerce College Dera Ismail Khan 1993
- Computer
 - ✓ Microsoft Office
 - ✓ Internet & Email
- Languages
 - ✓ English, Urdu, Pashtu, Arabic

Computer ► MS Office ► Power Point ► Internet browsing

Languages English Urdu Pushtu Saraiki Arabic

Personal Details

Father's Name

: Muhammad Ashfaq Qureshi (Late)

Nationality

: Pakistani

Date of Birth

: 02 October 1966

Marital Status

: Married

Religion

: Islam

Passport No.

: AN4913242

Pak CNIC #

: 12101-0111039-3

Address

: Near Allama Iqbal School, Amin Colony, Kohat Road. Peshawar

Phone #

:0092-91-2322330/0333-5151353

Career Objective

Looking forward for a challenging career in established Organization where I can leverage my competencies and grow along with my team and the organization, a mutually beneficial career where, my professional knowledge, skill, education and experience can be shared, enriched and can efficiently and effectively contribute towards the organizational endeavor and attainment of its objectives.

References

1. ENGR.ZAHID IQBAL & Engr. Muhammad Sharif (Bidding Manager in KCC) 0096656-9519346

Phone: +966-1-3-8459551 / 0096659-6920869

Further Reference

: Upon Demand