***Wajieh Ur Rehman***

Address: House #1, Block-B, Street# 3

ITEHAD Colony, Ashrafia Road.

Peshawar, KPK, Pakistan.

Phone NO : +92-322-5099398 Email: Wajieh.khan@yahoo.com

**Career Objectives:**

Aspiring to contribute towards growth in a highly competitive and adaptable learning Organization to build up my skills through constant challenges and bring an imperative change in the field.

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| **Personal information:** |

## Full Name Wajieh Khan

Father Name ZaibUllah

Date of Birth 18th January, 1988

NIC No: 17301-9757032-1

Passport No: AA6540322

Religion Islam

Domicile: Peshawar (Khyber Pukhtoon Khwa)

Nationality Pakistani

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| **Academic Qualifications** |

## **Secondary school certificate (SSC) (2001)**

Government High School # 2 Peshawar, District Peshawar, KPK Pakistan

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| **Professional Summary :** |

**Employment # 1**

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| **Job Title: Office Assistant** |
| **Organization: Intercooperation (Swiss Donor International Organization)** |
| **Project Title: Water For Livelihood(W4L)** |
| **Job Station : Peshawar Head office** |
| **Duration of job: 1st August,2013 till date** |

**TOR:**

* Managing official letter both inwards and outwards
* Keeping track of office inventory
* Managing PABX.
* Supporting Finance & admin officer in different official tasks.
* Managing the shifting of office from one location to other in guidance of seniors.
* Operating different office equipment including photocopier, Fax Machine, binding machine etc

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| **Skills** |

1. Operating System Windows 98, 2000, XP, Vista, etc.
2. MS Office Word, Excel, Power Point, MS Project*.*

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| **LANGUAGES:** |

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| **Language** | **Speaking** | **Writing** | **Reading** |
| **English** | Good | Good | Good |
| **Urdu** | Excellent | Excellent | Excellent |
| **Pushto** | Excellent | Excellent | Excellent |

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| **Fields of Interest** |

Cooking different types of Recipes

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| **Co Curricular Activities** |

Interactive

Cooperate & flexible

Honest & well-mannered