

CURRICULUM VITAE



WASEEM SAJJAD

Cell: 0313-5847309

E-mail: Waseem.sr.hpr@gmail.com

OBJECTIVE:

To use my skills and potential to assets and organization in achieving its goals while seeking long term career with optimum growth.

VALUE ADDS

I am young, confident, hardworking and reliable person. I am a friendly disposition with good sense of humour. I can work well under pressure, either as an individual or a part of team combined with my dedication, determination and hard work.

PERSONAL INFORMATION

Name	:	Waseem Sajjad
Date of Birth	:	22.03.1992
CNIC Number	:	13302-4448524-5
Religion	:	Islam
SECT	:	Sunni
Marital Status	:	Unmarried
Domicile	:	KPK (Haripur)
Nationality	:	Pakistani
Present Address	:	D-72, Area-75 KNCRE Lyari Agra Taj, Khi
Permanent Address	:	P/O Kot Najibullah Distric Haripur Village Sirya Mohalla Awan

ACADEMIC/QUALIFICATION

• Matriculation	:	G.H.S.S Abbottabad Board
• Intermediate	:	H.S.S.C Abbottabad Board

TECHNICAL QUALIFICATION

➤ Diploma of Associate Engineering (Electrical)	:	Pakistan Navy Poly Technical Institute Karachi (SBTE)
➤ Special & Short Duration Vocational Course (Electrical)	:	Trade Testing Board Peshawar Tech Course Duration (01 Year)

PROFESSIONAL EXPERTISE

05 years expertise of services in Pakistan Navy as a Computer Operator like (Admin Work, typing, General Correspondence and Mail handling. He bears Good knowledge of Filling of Goods Deceleration form (GD-I) (Import & Export) and Custom Clearance Formalities at Sea and Airports.

COMPUTER SKILLS

- Ms Office, Excel, Word, Power Point
- Typist (Having 50 WPM)
- Windows installation like (7,8,8.1 & 10)
- Networking

ADMINISTRATION & OFFICE MANAGEMENT

- Creating/ Maintaining the Safe Environment among office staff and collecting intel
- Secretary and Personal Assistant of Commanding Officer
- Secretariat Management
- Handling of Top Secret, Secret and Classified documents
- Handling of all types of mail, publications and Operation Orders
- Handling of Computers and Office machinery/ equipment

REFERENCES:

- Will be furnished on demand.