**MUSTAFA NAEEM**

Street 23-B New Karol, Shalamar Town, Lahore

0313-4561783

mustafanaeem775@gmail.com

Career Objective

Seeking an administrative position and get associated with a well-known educational institute

Education

**COMSATS University**  Islamabad, Pakistan

*Bachelor (Hons) of Computer Science* 2014-2018

**Punjab College of Science** Lahore, Pakistan

*F.Sc (pre-engineering)* 2011-2013

Professional Experience

**Amal Academy** Lahore, Pakistan

*Career Prep Fellow: May 2019 – Aug 2019*

* Prepared reports on weekly basis on various project works assigned
* Conducted awareness campaign regarding a social issue by visiting different firms
* *Skills development:* Developed business skills (e.g., communication, leadership, problem solving, teamwork, etc.) that will help me make a deeper impact on the job

Strengths

* Ability to perform well in a team
* Highly skilled in managing time and organizing work priorities
* Organizational and problem resolution skills
* Adept at Written English

Additional

* *Skills:* MS Office, Report Writing, Record Management
* *Interests:* Reading, Writing, Current Affairs