



# FAWAD TARIQ

## EXPERIENCE

**2020 - 2021**      **Haris Institute**  
Air Ticketing and Reservation

## EDUCATION

**2007**      **D.Com**  
Technical Board Peshawar  
Percentage: 48%

**2004**      **SSC**  
Kohat Board  
Percentage: 73.88%

## SKILLS

- skilled organizer
- Can easily handle office activities
- Ability to meet tight dead lines
- Continuous learner
- Can perform under pressure
- Self motivated
- A very friendly personality and easily Coordinate with people
- Hardworking, conscientious and able to take responsibilities.
- **Computer skills**
  - MS Word (Documentation)
  - MS Excel (Accounting Work Sheets)
  - MS Power Point (Presentations)
- **Interpersonal skills**
  - Good interpersonal, presentation and leadership skills.
  - Ability to work as team.
  - Like to work in a friendly atmosphere.
  - Good decision making power.
  - Ability to face the challenges and changing them into opportunities.
- **Linguistic skills**
  - Proficient in English, Urdu and Pashto

## COMPETENCES

To accept challenging position in organization and grow on the basis of my personal abilities and to provide effective and efficient services to the best of my knowledge to an organization and want to become successful and result oriented person.

## PERSONAL INFORMATION

- ✓ **Domicile:** Hangu
- ✓ **Contact:** +97433397598
- ✓ **Date of Birth:** 15 January, 1993
- ✓ **CNIC:** 14102-0377954-5
- ✓ **Passport:** CY7969541
- ✓ **Driving License:** L.T.V
- ✓ **Email:** fawadshona@gmail.com
- ✓ **Present Address:** Street Name AL DOHA AL Jaded Home Number 37 E/Street # 970

## HOBBIES

- Reading books, newspapers & seeking general knowledge.
- Interested in social work like helping needy people.
- Playing outdoor games, especially Football.
- Like to hang out with friends for hiking, tracking, camping & visiting different places.