

"Curriculum Vitae"

➤ INTRODUCTION:

Name Milad Faheem.
Father Name Yousaf Faheem.
Age Twenty six year.
Religion Islam.
Nationality Afghan.
Gender Male.
Marital Status Single.
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miladfaheemsafi@yahoo.com
Phone No :- 0729867986
0747321583
Address : Saleem Karwan , Arzan Qemat , Kabul .

➤ CAREER OBJECTIVE:

Hard working, and ability to Work in a collaborative environment to nurture and sharpen the skills and knowledge. Energetic and quick learner for any task delegated. Enthusiast to learn, and develop.

➤ EDUCATION

➤ Qualification	➤ Major subject	➤ Division	➤ Year passing
➤ I.COM	➤ Accounting	➤ 1 st	➤ 2014
➤ B.COM	➤ F .Accounting	➤ 2 nd	➤ 2017
➤ DIT	➤ Graphic Design	➤ 1 st	➤ 2016

➤ PERSONALITY TRAITS:

- Communication skills.
- Good grasping ability.
- Willingness to learn new things.
- Energetic with positive attitude.

➤ KEY SKILLS:

- Well verse with MS OFFICE
- Good knowledge of Computer, MS office and Internet.

➤ EDUCATIONAL QUALIFICATION:

- Matric from "Abbottabad board of Intermediate and Secondary Education".
- Diploma of " I.COM (Inter of Commerce) .From "Civil College Of Commerce " Affiliated with Board of Intermediate & Secondary Education , Rawalpindi
- Bachelor Of Commerce From Hazara University Mansehra (Mansehra)
- DIT One Year (Diploma In Information Technology) .

➤ PERSONAL STRENGTHS:

- Competitive and goal oriented approach towards work coupled with a sense of responsibility and dedication.
- Strong team working, and communication skills.
- Fast learner, able trainer & good listener.
- Effective at time management and prioritizing tasks to achieve deadlines.
- Civic Educator
- Community Mobilizer

➤ COMPUTER COURSES:

- DIT (Diploma In Information Technology of One Year)
- Microsoft office, Word.

- English language course ("Jinnah Institute of Technology Haripur")

➤ PERSONAL DETAIL:

- **Date of birth** - 03/11/1995.
- **Hobbies** - To read books of General Knowledge, Newspaper, and write poetry.
- **Sports** - Cricket.

➤ Language Capabilities:		➤		
Languages	Reading	Writing	Speaking	understanding
Pashto	Excellent	Excellent	Excellent	Excellent
Dari	Fair	Fair	Fair	Fair
English	Excellent	Excellent	Good	Excellent
Urdu	Excellent	Excellent	Excellent	Excellent

Work Experience:
1) Worked As Photo Journalist & Editor's Assistant at President Ghani's Election Campaign Office During Presidential Elections in 2019
2) Worked as a Admin & Finance Assistant with (SWC) State Woman Construction during 2019 – 2021 year .