

TOSHIBA ALTA F



Ward No 8, Block No 14,
Near Macca Masjid Mithi
Khoi Sanghar.

Call:
0335-3796661
WhatsApp:
0343-3777221

E-Mail:
Toshibaaltaf42@gmail.com

SUMMARY

To Obtain a challenging position in a department that encourage innovation, growth and learning provide me simple space to develop my personal and professional skills and efficiently utilize my energies and potential for the mutual benefit of my employer and myself, seeking for environment where my skills and loyalty will be rewarded with career advancement and guidance.

EDUCATION

2007
University of Sindh Jamshoro B.A

2010
University of Sindh Jamshoro B.Ed.

2012
University of Sindh Jamshoro M.A.

PROFESSIONAL JOB ESPERANCE

- ❖ Admin officer at Gateway College of Computer & Mgt Sciences first June to date
- ❖ Paragon Educational Academy High School Sanghar 2013 – 2023
(As a a administrator and principal)
- ❖ Khan Academy Sanghar 2014 – 2017 (Receptionist Cum Assistant Admin “Part time”)
- ❖ Gateway college Sanghar 2009 – 2013 (Receptionist Cum Assistant Admin “Full time”)
- ❖ Junior learning cadet school Sanghar 2007 -2008 (As a Vise Principal)
- ❖ Iqbal education Academy Sanghar 2004 - 2007 (As a teacher)

Independent Courses

One Year
DIT (Diploma in Information Technology) Course in GATEWAY College of Computer and Management Sciences Sanghar.

4 Months
Office Automation Course in GATEWAY College of Computer and Management Sciences Sanghar

4 Months
Data Entry Operator Course in GATEWAY College of Computer and Management Sciences Sanghar.

4 Months
Computerized Accounting Course in Khan Academy of Computer Science & English Language Sanghar.

4 Months
Accounting & Book Keeping in Khan Academy of Computer Science & English Language Sanghar.

4 Months
English Language Course in GATEWAY College of Computer and Management Sciences Sanghar.

COMMUNICATION

ENGLISH
(Read, Write, Speak)

URDU
(Read, Write, Speak)

SINDHI
(Read, Write, Speak)

PASHTO
(Speak fluently)

PANJABI
(Speak fluently)

SKILLS

- ❖ Leadership
- ❖ Communication & interpersonal Skills
- ❖ Association task
- ❖ Financial management
- ❖ Conflict resolution
- ❖ Time management
- ❖ Strategic Planning
- ❖ Microsoft Office Suite
- ❖ Professional knowledge in School software’s Operation

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

