

# **RESUME**

**SAQIB ALTAF MUHAMMAD ALTAF**

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**POST APPLIED FOR: ANY KIND JOB**



## **BRIEF INTRODUCTION**

- ❖ A self-motivated individual with the ability to work under minimum supervision, goal oriented, honest, team builder and socially efficient. A good problem solver and decision maker, determined and reliable.

## **PERSONAL DETAILS**

- ❖ Nationality : Pakistan
- ❖ Date of Birth : 01/06/1993
- ❖ Gender : Male
- ❖ Marital Status : Unmarried
- ❖ Languages Known : Urdu , Hindi & English

## **PASSPORT DETAILS**

- ❖ Passport No : BJ1779101
- ❖ Date of Issue : 03/01/2020
- ❖ Date of Expiry : 01/01/2025
- ❖ Place of Issue : Pakistan

## **STRENGTH**

- ❖ Hard work
- ❖ Positive Attitude
- ❖ Good Team work

## **EDUCATION QUALIFICATION**

- ❖ B.A A-I-O-U Field Study of ARTS
- ❖ F.A AJK Board Grade Field of Study ARTS
- ❖ MATRICULATION AJK Board of Study Computer Science

## **WORK EXPERIENCE**

- ❖ 8 Years worked as a Computer Operation in SB Group of Companies RWP in Pakistan
- ❖ 2 Years worked as a Accountant & Admin Officer in Rises Foundation Head Office in Kotli AJK Pakistan

## **DECLARATION**

I do hereby certify that the above information is true and correct to the best of my knowledge and my experience.

**SAQIB ALTAF MUHAMMAD ALTAF**