



Adil Nawaz

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Gender: Male **Date of birth:** 25/02/2001 **Nationality:** Pakistani

ABOUT ME

Highly organized Administrative Assistant with a knack for multitasking in dynamic work settings. Proven ability to handle various responsibilities efficiently and communicate effectively. Committed to ensuring seamless office operations and boosting overall productivity.

WORK EXPERIENCE

[03/03/2022 – 2023]

Teacher and Coordinator

Khyber Model High School

City: Peshawar

Country: Pakistan

I was a subject teacher and teaches physics to higher classes, also involved in management and administration.

[01/05/2023 – Current]

Computer Operator in a Private Company

City: F.R Kohat

Country: Pakistan

Computer enthusiast and Operator with a focus on maintaining seamless computer operations. Skilled in handling day-to-day tasks and resolving technical issues. Committed to fostering a dependable and efficient computing environment.

[01/05/2023 – Current]

Administrative Clerk in Money Exchange Compney

City: F.R Kohat

Country: Pakistan

Provided crucial support in data entry, document preparation, and file maintenance. Assisted in the coordination of office meetings and ensured accurate recording of meeting minutes.

EDUCATION AND TRAINING

[09/2018 – 08/2022]

Bachelor of Science in Physics

Kohat University of Science and Technology. <http://www.kust.edu.pk/kust/>

City: Kohat

Country: Pakistan

Field(s) of study: Physics

Final grade: 2.78/4.0

Thesis: Thermal Conductivity of Ceramics Materials

[06/04/2016 – 05/05/2018]

Intermediate in Pre-Engineering

Government College Peshawar <https://gcp.kp.gov.pk/>

City: Peshawar

Country: Pakistan

Field(s) of study: Pre-Engineering

Final grade: 73.72%

[03/04/2014 – 06/04/2016]

Matric in Science

Ittefaq Model School Surizai Bala Peshawar https://web.facebook.com/ittefaqmodelschool/?_rdc=1&_rdr

City: Peshawar

Country: Pakistan

Field(s) of study: Science

Final grade: 82.45%

SKILLS

Organizational Skills:

- Efficient time management.
- Prioritizing tasks effectively.
- Managing schedules and appointments.

Communication Skills:

- Clear and concise written and verbal communication.
- Professional phone etiquette.
- Interacting with colleagues, clients, and other stakeholders.

Computer Proficiency:

- Proficient in using office software (Microsoft Office , Google Workspace).
- Data entry and management.
- Knowledge of office equipment (printers, scanners, etc.).

Language Skills

English (Fluent), Urdu (National Language), Pashto (Native Language)

[04/2021 – Current] **Sports Event Management**

I also take part in arranging various Cricket tournaments in my village to encourage the
