

Curriculum Vitae

PERSONAL INFORMATION



M. Hamza Naveed Hashmi s/o M. Shahid Naveed

📍 Khushab, Punjab, Pakistan.

📍 Currently, Rawalpindi for 5 years

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National Identity Card Number: 38201-3060464-3

Sex: Male | Date of birth 14/12/1995 | Nationality Pakistani

OBJECTIVE:

To contribute in an institute in the need of a mature, a multitalented and an expressive creative graduate with an extensive education back ground and outstanding communication skill, who quickly masters' new procedure and offer strong abilities to develop new ideas. This increases productivity and efficiency with his rich and diverse experience.

EDUCATIONAL CARRIER:

2015-2019	B.Sc. (Hons.) Agriculture (Food Technology) Pir Mehr Ali Shah Arid Agriculture University, Rawalpindi.	3.61/4.00 CGPA
2013-2015	Higher Secondary School Certificate (HSSC) Govt. college Jauharabad (Khushab).	68.18%
2010-2012	Secondary school Certificate (SSC) (Metric with Science) Muslim Cambridge Boys Higher Secondary School Khushab.	77%

PERSONAL SKILLS

Professional Experience:

- 1) In **Bellmedex** for **1.5 years** as Team Lead.
- 2) **Two Years** of job experience in **MTBC, Rawalpindi** as Account Manager Operation and which includes 6 Months as **TEAM LEAD AMOs**
- 3) **Seven Months** experience as “CSR” for “AMERICAN HOME SECURITY” in **J-telemarketing** .

Practices:

I have worked on the following practices:

1. Fox rehabilitation (10 Million)
2. Thriveworks (7 Million)
3. Holistic Consultation LLC (\$85000)
4. Columbus Therapy Associates (\$50,000)

Softwares:

1. Rain Tree
2. Therapy Notes
3. Talk EHR
4. Med fusion

Language skills

English, Urdu, Panjabi, Saraiki.

Communication skills

- Excellent communication skills, both written and verbal.
- Fair English communication skills availed during my job for “American Home Security” in J-telemarketing.
- Good communication skills gained through my experience as Proctor of University.

Organizational / managerial skills

- Leadership
- Good organizational skills gained as a responsible for promoting events
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Computer skills

- Good command of Microsoft Office tools i.e. Ms Word, Power Point, Ms excel, Ms Access.

ACHIEVEMENT AWARDS

- English Proficiency Certificate.
- Awarded with “PEEF (Punjab Educational Endowment Fund) Graduation level Scholarship”.
- Awarded with “Laptop” through “Prime Minister Laptop scheme.”
- Membership of “National Book Foundation”.

Seminars:

- Attended Seminar on “World Food Day” on 17, October, 2018.
- Participated in “Food expo 2018” at PMAS-UAAR University.
- International Conference on Asia-Pacific Policy Dialogue on Water, Energy and Food Security for Poverty Alleviation in Dry land-Region. Organized by UNESCO and PMAS-AAUR on 23-25 Nov. 2016 at PMAS-AAUR, Pakistan.
- Food Safety and Security Awareness Conference on World Food Day 2017 at PMAS-AAUR.
- International Conference of Egg Day 2017 at Arid Agriculture University, Rawalpindi, Pakistan.
- International Horticulture Conference 25-27th April 2018 organized by PMAS Arid Agriculture University, Rawalpindi, Pakistan.

References:

Professor Dr. Asif Ahmad

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