



ARSHAD MEHMOOD

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OBJECTIVE:

Dedicated to provide accurate and impartial services for organization with persistence, resourcefulness and physical stamina as well as the emotional stability to deal with pressing deadlines, and to undergo extensive training with an organization.

EDUCATION:

<u>M.Phil (Urdu)</u>	: University of Lahore
<u>M.A (Pol. Science) (Punjabi)</u>	: University of Punjab Lahore
<u>M.A (Edu)</u>	: AIOU Islamabad
<u>L. L. B:</u>	: Bahauddin Zakariya University Multan
<u>Bachelor of Technology(B.TechHons)</u>	: Preston University Kohat Campus
<u>B.A</u>	: University of Punjab Lahore
<u>F.Sc (Pre Medical)</u>	: B.I.S.E Sargodha
<u>Matric (Science)</u>	: B.I.S.E Sargodha

EXPERIENCE:

- Working as Principal/ Manager in GTTC Kotmomin(SGD) for 14 years (Since 20th Jan 2009)
- Worked as Instructor in TEVTA (SGD) for 4 years.(2005-2008)
- Worked as an advocate in District Court SGD for 01 year
- Worked as Educator in Punjab Education Department SGD for 02 years

EXPERTIES:

- Having strong skills in Management and Financial matters
- Individual & Teamwork abilities.
- Rapid adaptability to new problem-solving and new locations.
- Generation & Implementation of New Ideas.
- Strong command on Seminar, Event Conference & Functions organizing

COMPUTER SKILLS:

- Basic Computer Course (**BCC**) Ministry of Labour & Man Power Islamabad
- Operating System : Windows 98/2000/XP
- Other : Microsoft Office (Word, Excel, Power Point), Internet.
- MSITP : (Windows 7) TEVTA

LINGUISTIC FLUENCY:

- English (proficient)
 - Urdu (proficient)
 - Punjabi (proficient)
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PROFESSIONAL REFRESHER COURSES/WORKSHOPS

- Participated 03Days Institutional Management Training at Govt. Staff College Murree
 - One week Training on "FINANCIAL IMPLICATION FOR DDO'S" at Govt Staff College Faisalabad

 - 03 Days Training On OFFICE MANAGEMENT"at Govt. Staff College Murree
 - 04 weeks Management Training on PPRA RULES WORK ETHICS<PEEDA ACT & DDO MANAGEMEMNT etc at Govt Staff Training College Lahore
 - One week management Training Programme at Govt Staff Training College Lahore
 - One Month Advance Instructor Training Course at National Training Bureau Islamabad
 - 06 Month Basic Management Training Course NTB Islamabad
 - One Month Management Training Programme/skills at Govt Staff Training College Lahore
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PERSONAL INFORMATION:

Father Name	:	Malik Muhammad Aslam Sujra
DOB	:	October,10-1976
Domicile	:	Sargodha (Punjab)
Marital Status	:	Married
Religion	:	Islam
CNIC	:	38401-8720130-5
Postal Address	:	Principal Govt.Technical Training Center (M) Kotmomin SGD