

## CURRICULUM VITAE



### PERSONAL INFORMATION

**Name** : Naseer Ahmed  
**Father's Name** : Muhammad Bashir  
**Rank** : Warrant Officer (Retired)  
**Religion** : Islam  
**NIC No** : 37302-1121321-3  
**Passport No** : AK1163214  
**Date of Birth** : 28/04/1974  
**Marital Status** : Married  
**Language** : Punjabi, Urdu & English, Arabic  
**Domicile** : Punjab (Jhelum)  
**Medical Category** : Fit  
**Present Address** : House # 4, St # 1, Gangal near Ghouri Town Phase-1, Islamabad, Pakistan  
**Permanent Address** : Khewanwala, P/O Saghar Pur, Teh P.D.Khan, Distt Jhelum, Punjab, Pakistan  
**Contact** : +92-3335029492 (Pak), +965-65675055 (Kuwait)  
**Email Address** : [naraja522@gmail.com](mailto:naraja522@gmail.com)

### PERSONAL PROFILE

I offer my elaborate experience of 22½ years' meritorious and commendable services in Pakistan Air Force in the fields of Office Administration, Management, Secretarial and Human Resource Development, Drafting, Typing / Data Entry, Documents Controller, Correspondence Management, Event Management and Fund Management. Working experience; **as Secretarial Assistant in Kuwait Air Force Headquarters (Air Force Institute Command) for Eight & half years.** My knowledge and experience can contribute to achieve excellence in Management, Administration and Human Resource Development of any dynamic organization.

### EDUCATIONAL QUALIFICATION

**Academic** : Bachelor of Arts  
: FA  
: Matric (Science)  
**Additional** : Personal Computer Course  
**Courses** : Office Automation Course  
: Diploma in Office Administration  
: Diploma in Leadership & Command Course  
: Basic Stenography Course

## KEY APPOINTMENTS

- *Warrant Officer Incharge; Chief of the Air Staff Secretariat, at Air Headquarters, Islamabad.*
  - *Supervision of Admin and Secretarial activities at Chief of the Air Staff Secretariat, Air Headquarters, Islamabad.*
  - *Supervision of Meetings and reception arena, Reports writing and correspondence of official activities.*
  - *Assistant, PSO to Chief of the Air Staff, Pakistan Air Force, Air Headquarters, Islamabad.*
  - *Secretarial Assistant duties at Directorate of Operations and Directorate of Electronic Warfare, Air Headquarters, Islamabad.*
  - *Hospitality and Protocol.*
  - *Foreign Assignment in Ministry of Defence, Kuwait, Kuwait Air Force Headquarters (Air Force Institute Command).*
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## AWARDS

- *02 x Chief of the Air Staff Commendation Certificates*
  - *Tamgha-i-Khidmat (Military) Class-II*
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## EXTRA CURRICULAR ACTIVITES

- Reading
- Gardening
- Sports