

(Curriculum Vitae)

Imtiaz Ahmed Balaggan

Mobile # 0331-8440926

Father's Name: Talib Hussain(Late)

Date of Birth: March 2nd , 1971.

Gendar: Male

Nationalilty: Pakistani

Martical Status: Married

NIC # 34101-4094091-3

Religion: Islam

Address: V.P.O JALAL BALAGGAN, Teh & District Gujranwala.

Acedemic Qualification:

<i>Degree</i>	<i>Board/University</i>	<i>Year</i>	<i>Subjects</i>
MBA	AIOU	2018	<i>Economics, Accounting, Business St</i>
Graduation	AIOU	2009	<i>Journalism, Library Services,</i>
Intermediate	Gujranwala Board	1994	<i>Civics, Islamiyat Optional, Punjabi</i>
Matric	Gujranwala Board	1990	<i>Mathematics, Civics, General Science</i>

Skills:

- Librarian Course from Allama Iqbal Open University.
- I can work in challenging envoinment.
- Good management ability.
- Problem solver.
- Appllications: (MS Office, MS Excel and all kind of computers work).

AWARDS RECEIVED & ACTIVITIES

Excellent attendance record:

Achieved best attendance award in four semesters.

COCURRICULAR ACTIVITIES

- MEMBER OF CRICKET TEAM OF Govt. Middle School Jalal Balaggan
- GOOD PLAYER OF CHESS,CAREM & FOOT BALL

EXTRACURRICULAR ACTIVITIES

- Traveling, trekking & camping in all Northern Area of Pakistan
- Reading magazines, journals, news and books.

Experience: 23 year

As an Office Assistant: from August 1999 to October 2005

Maintenance Supervisor: from November 2005 to October 2007

Accountant from November 2007 to April 2009

Librarian from November 2013 to till date.

BEACONHOUSE SCHOOL SYSTEM GUJRANWALA

Reference Will Be Furnished When Required