

Fiaz Ahmad

Street No.13-A, Mujahid Road, Pakki Thathi in front of Jamia Siddiquia Masjid,
Samanabad, Lahore.

Cell No: 0323-4188576

E-mail address.fandvproject@yahoo.com

Objective

To serve in prestigious organization having room for creativity and innovations. A position where I must face challenging work environment, which should motivate me to increase my tolerance and learn from my colleagues.

DEGREE /CERTIFICATE	YEAR	BOARD / UNIVERSITY	DIVISION
M. Sc (Hons) Horticulture	2005	University of Agriculture Faisalabad	1 st
B. Sc (Hons) Horticulture	2003	University of Agriculture Faisalabad	1 st
F. Sc	1999	Lahore Board	1 st
Matric	1995	Lahore Board	1 st

Administrative Skills

- Proven written and verbal communication skills in Urdu and English.
- Proficient in writing and handling office correspondence.
- Proven ability to organize personal work priorities.
- Competent at filing and updating records
- Solid knowhow of general office procedures
- Demonstrated ability to work independently and as part of a team
- Excellent organizational skills
- Expert in handling office equipments.
- Special talent for researching and analyzing data effectively
- Exceptional attention to detail with proven interpersonal skills
- Demonstrated ability to remain self motivated at all times
- Able to manage stress timely and effectively
- Flexible in working hours
- Human Resource Management

Computer Skills

- Basic computer applications

Languages

- Urdu
- English
- Punjabi

Personal Details

Father's Name	:	Abdul Majeed
Date of Birth	:	06-02-1980
Domicile	:	Lahore (Punjab)
Marital Status	:	Married
Religion	:	Islam
Nationality	:	Pakistani
City	:	Lahore

Experience

- 3 years & 3 months experience as **Agriculture Officer** in *Fruit & Vegetable Development Project* in Agriculture Department Lahore.
- 3 years & 5 months experience as **Assistant Director Horticulture** in *Parks & Horticulture Authority Lahore*.
- 5 year experience as **Garden Superintendent** in the *University of the Punjab, Lahore*.

FIAZ AHMAD
Superintendent Garden
Resident Office-II