

# Masood Khan Mandokhail

## Contact

Address: Malik House#no.4, St # 4,  
Mandokhail Abad, Nawa killi, Quetta.

Phone # :00923448030070

E-mail:[masooduob@hotmail.com](mailto:masooduob@hotmail.com)

## Personal Detail

**Date of Birth :** 31, Jan, 1992  
**Nationality :** Pakistani  
**CNIC No :** 54401-4783301-1

## Profile

### Career Objective

To live an effective life, so that to preserve, balance and improve Professional, Social and Personal spheres of life.

### Summary:

Enthusiastic with swift attitude in Learning discipline. Strong inter-personal and communication skills. Can perform well in stress situations. Team player and can do attitude toward my work and for the success of educational organization.

## Education

2012	<b>M.Com (Master in Commerce)</b> University Of Baluchistan Quetta , Pakistan	1 <sup>st</sup> Division
2010	<b>B.Com (Bachelor in Commerce)</b> University Of Baluchistan Quetta , Pakistan	1 <sup>st</sup> Division
2009	<b>F.Sc. (Introduction to Pre-Engineering)</b> Government Science College Quetta.	1 <sup>st</sup> Division
2006	<b>SSC Certificate (Matriculation Science Group)</b> Missali Public High School	1 <sup>st</sup> Division

## Professional Experience

**Lecturer** at University of Baluchistan Quetta

- Making professional in financial accounting
- Ability improvement of Students.
- Preparation of youth for future challenges

**Junior Auditor** at “Accountant General office, Federal Audit Quetta”.

- Accounts works.
- Working on budget preparation.
- Computer Working.

**ESL Teacher** at “Door to English Language Learners”

- To teach the use of Grammar
- To provide opportunity in confidence building
- Arrangement of debt contest

## Achievements

- Received certificate from VC after completion of 10 days Cascade Training & workshop.
- Get “Best performance Award” of best teacher at Door to English Language learners.
- Received Certificate of English Language .

## Computer skills

- Efficient use of Software.
- Ability to work with MS office tools (word, excel, power point, access)
- Efficient with internet surfing.

## Internship

**Agriculture Extension office District Zhob** under national internship program 2016-17

Key Responsibility/Knowledge Gained

- Attending meeting with other footwear
- Arranging meetings with clients about new arrival
- Work as quality assessor
- Fulfilling the demand of Officials
- Confirmation of records.

## Language proficiency

Can fluently communicate in English as well as Urdu, and Pashtu. Good written as well as speaking skills.

## Reference

**Zafar khan**

Manager at MCB Islami Zhob

**E-mail:** [zafarbuitems@hotmail.com](mailto:zafarbuitems@hotmail.com)

**Cell#** 03342451351

