

# Mureed Abbas Qammar

00971503997185

Industrial Area 13, Sharjah

[Mureedabbasqammar24@gmail.com](mailto:Mureedabbasqammar24@gmail.com)

[linkedin.com/in/mureedabbasqammar](https://www.linkedin.com/in/mureedabbasqammar)

## Objectives

Seeking a responsible challenging position with an organization, I need an opportunity to convert my abilities into better performance.



## Experience

**Office Manager** 02/2021 to 10/2021

**Jamal Fabrics (PVT) LTD**, Haripur, KPK, Pakistan

- Organizing meetings and dealing with correspondence, complaints and queries
- Handled day to day matters of factory operation.
- Motivate and coach workers to meet customer's requirements, and goals.
- Look after the administration, security, and factory building.

**Assistant Office Manager** 10/2020 to 02/2021

**Merit Schooling System and College**, Haripur, Kpk, Pakistan

- Maintain detailed logs and reports of student performance, behavior, and attendance information.
- Help out the students in Physic Lab Work.

## Education

- **Bs (Hons) Physics (4-year)**  
University of Haripur, Pakistan  
CGPA-3.8/4, 83%  
2016 – 2020
- **FSc. Pre-Engineering**  
BISE Abbottabad, Pakistan  
Marks 535/1100, 50%  
2014 – 2016
- **SSC (Matriculation)**  
Major subjects are Biology, Math, Physics, and Chemistry)  
BISE Abbottabad, Pakistan  
Marks 715/1100, 65%  
2012 – 2014

## Highlights

- Results-oriented
- Organizational capacity
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

## Skills

C++, Latex, MS word, Power Point, Mathematica, CERN Root, Pythia.

## Hobbies

- Playing chess and Basketball, Book reading, and keep the mind sharp.

## REFEREES

**Associate Prof. Abdul Waheed**

- [abdulwaheedqureshi@gmail.com](mailto:abdulwaheedqureshi@gmail.com) Government Post Graduate College Haripur
- **Assistant Prof. Tariq Naveed Qureshi**  
[tariqnqureshi@gmail.com](mailto:tariqnqureshi@gmail.com)  
Government Post Graduate College Haripur