



Asif Mansoor

Nationality: Pakistani **Date of birth:** 12/04/1976 **Gender:** Male

Phone number: (+92) 3469773997 **Email address:** ajkbaluch@gmail.com

WhatsApp Messenger: +923469773997

Home: Mukhtiar Gul Road Abdullah Colony, 26000 Kohat G.P.O. (Pakistan)

ABOUT ME

I am an expert driver and capable of driving/ operating variety of vehicles like motorcar, motorcycle, van, minibus, jeep, pickup van, rickshaw, fork lifter, truck, etc. also having clean driving record for more than 28 years.

I have enough experience and skills in the field of Information Technology and presently working as a Payroll Assistant in a local Accounts Office.

I have also completed my education in the field of Electrical Technology and have good knowledge and experience in this field.

I am ready to accept challenges and also want to assure you that considering my education, experience and skills I may become a handyman for your company.

- I have a Passport bearing No. **AA0713632** valid through **18-07-2028**
- I have a Driving License bearing No. **108000001187** valid through **21-06-2025**

WORK EXPERIENCE

Taxi driver

Self [01/04/2004 – Current]

City: Kohat | **Country:** Pakistan | **Name of unit or department:** Self employed - **Business or sector:** Transportation and storage

- I manage a licensed private passenger transport vehicle, attending to customers, collecting fares, and overseeing vehicle maintenance. Additionally, I work as a freelance driver.

Computer operator

Public Sector Organization [08/02/2011 – Current]

City: Kohat | **Country:** Pakistan | **Name of unit or department:** Public Sector Organization - **Business or sector:** Mining and quarrying

I work as a Payroll Assistant in the local Accounts Office and deal with:

- The salary / wages of the employees working under different categories.
- Establishment related matters.
- Insurance and Tax related matters of the employees.
- Pay Audit and concurrence of different cases.
- Remittances and Correspondence with different departments.

EDUCATION AND TRAINING

Diploma of Associate Engineering

Government Polytechnic Institute Kohat [01/09/1992 – 30/06/1995]

City: Kohat | **Country:** Pakistan | **Field(s) of study:** Electrical | **Final grade:** 62 % (Overall marks obtained)

Secondary School Certificate (Matric)

Government Comprehensive High School Kohat [01/03/1990 – 30/06/1991]

City: Kohat | Country: Pakistan | Field(s) of study: Natural sciences, mathematics and statistics ; Physics, Chemistry, Mathematics, Biology, English, Social Studies, Islamiat | Final grade: 70 % (Overall marks obtained)

LANGUAGE SKILLS

Mother tongue(s): Saraiki

Other language(s):

Urdu

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

English

LISTENING B1 READING B2 WRITING B2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Hindko

LISTENING C2 READING A2 WRITING A1

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Panjabi; Punjabi

LISTENING C1 READING A2 WRITING A1

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Pushto

LISTENING B1 READING A1 WRITING A1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Gmail / WhatsApp / Internet user / Skype / LinkedIn / Social Media / Google Drive / Zoom / Team-work oriented / Decision-making / Organizational and planning skills / Flexibility / Motivated / Analytical skills / Responsibility / Reliability

DRIVING LICENCE

Driving Licence: A2 07/05/2013 – 21/06/2025

Driving Licence: B 07/05/2013 – 21/06/2025

HOBBIES AND INTERESTS

I am a Sports lover, play video games, watch T.V shows, enjoy internet surfing.

- I am a good player of badminton.
- I enjoy playing video games.
- I love to watch television shows in my spare time.
- Gather knowledge through internet surfing.

COMPUTER HARDWARE & SOFTWARE

I am capable of trouble shooting in minor Computer Hardware and Software issues.

PASSPORT

[20/07/2023 – 18/07/2028]

Passport No. AA0713632