**PROFESSIONAL RESUME**

Looking for an advancing organization where I could utilize best of my abilities and where I could serve for the advantage of company. I always want to work hard to get the success in my life.

**Personal Information**

Name: Muhammad

Gender: Male

Marital Status: Married

Date of Birth: 05/06/1977

Visa Status: Visit Visa

Email Address: Muhammad.332139@2freemail.com

**Qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Degree** | **Institute & Board** | **Total Marks** | **Obtained Marks** | **Grade** |
| 1 | Matric | Govt High School Ali Raza Abad Lahore Board | 850 | 509 | B |

**Computer Certificates:**

**Ms Office**: Ms World, Excel, Power Point, Front Page, Access

**E-Commerce**: Adobe Photo Shop, Corel Draw,

**MCSE**: Assembling Dissembling, Installation of Windows 1998, 2000, XP, Installation of All Types of Software’s Networking,

**Urdu Software:** In Page Composing, Use of internet Searching email sending, receiving. Installation of Software’s from Internet.





**Experience:**

1. **Project Manager (BOR KPK)**

**01 Year in StepNexs Services Peshawar.**

**Detailed Tasks Assigned:**

* Prepares reports for Project on status of all services provided for specific technology projects
* Coordinates and assists with Supervisor and Local Government administration for smooth running of the project
* Handing Taking over the record from local Government office for scanning & and Data Entry Process.
* Coordination with the technical and development team of projects and activities
* Assists in the development of project proposals, cost estimates and budgets, timelines and schedules
* Preparation of Daily and Monthly Progress reports of all Districts.
* Planning to complete the Project on given timelines.
* Undertake general administration and maintaining the artist index and project archive
* Assist with the daily management of projects paying particular attention to maintaining good working relationships and adherence to budgets and timescales
* Attend project meetings when appropriate and coordination of events promoting projects
* Work in close collaboration with other employees, Coordinate team meetings, record and distribute minutes
* Distribute project information to staff team on a regular basis, Provide general office support.
* All administration responsibilities of the project, Hiring Firing of Employees.
1. **Data Entry District Supervisor BOR Punjab**

***JOB Descriptions & Processes to Follow***

Total Working Experience of BOR Punajb

04 years In Myasco 360 Technologies

* Organize; supervise the scanning, QA and all other activities of scanning sites.
* Receive the record from District administration and maintain the log for all the registers.
* Assuring pre-scan activity to check whether RHZ have corresponding Shajra. In case of Shajra intimate the district administration for preparation and provision of the missing shajra
* Check whether Supplementary field books have been prepared. In case of missing supplementary field book, intimate the revenue administration for provision of the missing document
* Intimate the revenue administration about all such Taghayurat that are present in Gardawri Zer-i-kar but do not exist in Register Taghayurat
* Hand over the damaged pages log (Revenue Estate wise), identified by the pre-scan QA operator, to District Revenue Administration for recreation of the pages.
* Monitor all the activities in the scanning lab
* Ensure the smooth scanning and indexing operations
* Coordination with Operations Manager
* In case of district scanning site, prepare a list of the Mauzas defining the order in which their documents will be scanned
* In case of Tehsil scanning site acquire a copy of Mauza order list from District scanning site so that effort of scanning of scanning is synchronized at both the locations
* Make lists of registers available in the record room in consultation with revenue administration resource
* Issuance of registers to scanning operator for scanning
* Interaction / Meetings with Revenue Administration regarding availability of registers, revenue admin resource
* Scanning Shift In-Charge will maintain two “Receiving Logs” and Two “Handing Over Logs” herein named as:
1. “District Record Room Document Receiving Log”
2. “Tehsil Record Room Receiving Log” for entire Tehsil
3. “District Record Room Document Completion Log”
4. “Tehsil Record Room Completion Log” for entire Tehsil

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1. **Scanning /Data Entry Supervisor BOR KPK**

***JOB Descriptions & Processes to Follow***

* Organize; supervise the scanning, QA and all other activities of scanning sites.
* Receive the record from District administration and maintain the log for all the registers.
* Intimate the revenue administration about all such Taghayurat that are present in Gardawri Zer-i-kar but do not exist in Register Taghayurat
* Hand over the damaged pages log (Revenue Estate wise), identified by the pre-scan QA operator, to District Revenue Administration for recreation of the pages.
* Monitor all the activities in the scanning lab
* Ensure the smooth scanning and indexing operations
* Coordination with Operations Manager
* In case of district scanning site, prepare a list of the Mauzas defining the order in which their documents will be scanned
* In case of Tehsil scanning site acquire a copy of Mauza order list from District scanning site so that effort of scanning synchronized at both the locations
* Make lists of registers available in the record room in consultation with revenue administration resource
* Issuance of registers to scanning operator for scanning
* Interaction / Meetings with Revenue Administration regarding availability of registers, revenue admin resource



1. **Data Entry Supervisor In BOR Punjab**

***JOB Descriptions & Processes to Follow***

***Total Period: 2years***

* Organize; supervise the Data Entry, and QA activities.
* Receive the record from District Shift In charge and Issue to the Operator for Data Entry and maintain the log for all the registers.
* Monitor all the activities in the Data Entry lab
* Ensure the smooth Data Entry operations
* Coordination with Operations Manager
* Prepare a list of the Mauza’s defining the order in which their documents Are Data Entered



1. **Computer Operator/LDC**

**Total Period 3 years**

1. Maintenance of GPF accounts of Group “D” staff.
2. To deal with the sanctions of various advances.
3. Maintenance of leave accounts and service books and stationery items.
4. Diary and dispatch work
5. Other miscellaneous correspondence related to establishment & Admin matter
6. Any other duty assigned by the Office Superintendent & the Director.



1. 02 Years’ Experience as **Computer Associate/Assistant to Regional Officer** in Islamabad.
2. 01 Year Experiecne as **Computer Operator** in **Bhatti Cotton Links** Raiwind Road Lahore.

1. 01 Year Experience as **Data Entry Operator** In **DMS** Islambad.

**Interests:**online jobs on internet, Cricket, and Computers

**Reference:** Can be furnished if required