

# MUHAMMAD IMRAN

## Personal Details: -

Name: Muhammad Imran  
Father's Name: Mukhtar Ahmad  
Gender: Male  
Marital Status: Married  
Date of Birth: August 28<sup>th</sup>, 1989  
Domicile: Islamabad Capital Territory (Federal)  
Place of Residence: Block No. 51/B, Flat No. 12, Sector G-9/2, Islamabad



## Contact Infor. :-

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## Objective: -

Seeking a challenging assignment in a multinational organization and contributing my skills and capabilities to the development of the organization and achieving personal goals.

## Personal Summary:-

A highly motivated, confident individual with exceptional multi-tasking and organizational skills, file management and documentation while ensuring on-time retrieval, good communication and interpersonal skills while managing to get the things done, Good in attending phone calls handling the requests and providing general assistance, Excellent writing skills in taking notes and drafting all the communications for circulation, possessing a proven ability to help officers to make the best use of their time by dealing with their secretarial and administrative tasks.

## Education:-

Degree	Board/University	Passing Year	Grade/Percentage
MBA (Finance)	FUUAST, Islamabad.	2012-2015	73.25% (CGPA 2.93/4.00)
Bachelor (B. Com)	University of the Punjab, Lahore	2010-2011	52.53%
Intermediate (I. Com)	Federal Board (FBISE), Islamabad	2007-2008	50.90%
Matriculation (Science)	Federal Board (FBISE), Islamabad	2005-2006	49.62%

**Experience at present employer:**

**As LDC (Department of Chemistry) COMSATS University, Islamabad.**

**Job Description: -**

**11<sup>th</sup> July 2018 to Date**

- Devising and maintaining office systems, including data management and file
- Screening phone calls and requests, and handling them when appropriate
- Meeting and greeting visitors at all levels of seniority
- Organizing and maintaining diaries and making appointments
- Dealing with incoming mail, often corresponding on behalf of the Head of the Department.
- Liaising with faculty, staff and other students or visitors.
- Being involved in decision-making processes.
- Attending office visitors in the absence of the Head of the Department.
- Make sure that all employee records are accurate and well maintained.
- Organizing induction ceremonies and training for new staff.
- Involved in the disciplinary and grievance procedure.

**As LDC (Office of the Advisor Health) COMSATS University, Islamabad.**

**11<sup>th</sup> January 2013 to 9<sup>th</sup> July 2018**

**Job Description: -**

- Devising and maintaining office systems, including data management and file
- Screening phone calls and requests, and handling them when appropriate
- Meeting and greeting visitors at all levels of seniority
- Organizing and maintaining diaries and making appointments
- Dealing with incoming mail (postal and electronic both), often corresponding on behalf of the Advisor.
- Liaising with faculty, staff and other students or visitors.
- Responsibility for Petty Cash and other matters
- Maintaining Petty Cash record on monthly basis.
- In addition to supporting Senior Program Officers (SPO), their team and departments
- Being involved in decision-making processes.
- Attending office visitors in the absence of Advisor Health.
- Make sure that all employee records are accurate and well maintained.
- Arranging master's in Health Professions Education (MHPE) classes of Dow University of Health Sciences (DUHS) with the collaboration of CIIT, Islamabad.
- Assisting with projects SPO in assigned (including project proposals, report writings, planning, cost estimation, etc.). namely, "Establishment of
  - ✓ 200 beds COMSATS Teaching & Research Hospital

- ✓ Medial & Dental College Vehari
- ✓ Mother & child Hospital at Vehari
- ✓ School of Public Health including financial feasibility
- ✓ Pharmaceutical Sciences including financial feasibility
- ✓ Marafie Foundation School of Nursing, Skardu
- Organizing induction ceremonies and training for new staff.
- Involved in the disciplinary and grievance procedure.
- Arranging health awareness & Blood donation campaigns

**Data Entry Operator (High Tech Technologies, near main F-11 Markaz, Islamabad)**

**Job Description: -**

**11<sup>th</sup> Oct. 2011 to 30<sup>th</sup> Sep. 2012**

- Insert customer data by inputting text-based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Keep information confidential

**Data Entry Operator (360 Technologies, main Blue Area, Islamabad)**

**Job Description: -**

**1<sup>st</sup> Apr. 2011 to 30<sup>th</sup> Sep. 2011**

- Enter data from source documents into a prescribed computer database, files, and forms
- Respond to requests for information and access relevant files
- Generate reports, store completed work in designated locations and perform backup operations
- Check completed work for accuracy
- Combine and rearrange data from source documents where required
- Review data for deficiencies or errors, correct any incompatibilities if possible and check the output
- Protects the organization's value by keeping information confidential.

**Professional Trainings:-**

- *Communication & Presentation Skills* ..... Pakistan Manpower Institute, Ministry of Federal Education and Professional Training, Islamabad **20<sup>th</sup> to 22<sup>th</sup> March, 2017**
- *Effective Time Management* ..... Pakistan Manpower Institute, Ministry of Federal Education and Professional Training, Islamabad **20<sup>th</sup> to 22<sup>th</sup> February, 2017**

- *Official Procedures of Government of Pakistan.....Faculty Development Academy (FDA)*  
COMSATS headquarters, Islamabad **13<sup>th</sup> to 17<sup>th</sup> April, 2015**

### **Research Experience:**

- Comparative study of “Factors affecting at employees performance”.
- Comparative study of “Job satisfaction among academics staff of a public sector university of Islamabad”.

### **Computer Skills:**

- MS Office
  - ✓ MS Word.....Routinely used in office
  - ✓ MS Excel ..... Routinely used in office
  - ✓ MS PowerPoint... ..... Routinely used in office
  - ✓ MS Publisher... ..... Routinely used in office
- Email.....Routinely used in office
- Adobe Photoshop... ..... Routinely used in office
- Coral Draw ..... Routinely used in office
- Web Browsing..... Routinely used in office
- SPSS (learned and used it for data evaluation in MBA article's)

### **Non-Academic Distinctions /Interests:**

- Head of Event Management Society (FUUAST, Islamabad)
- Participation with the Event (FUUAST Vision 2025).
- Read Holy Quran & Islamic books
- Travelling around the world

### **References:**

- Available on request.