

MUHAMMAD SAJID



Permanent & Present Address:

Village & P/O Gomal Bazar Tehsil & District Tank

Mob # 0336-0121516, 0347 9236604

Email: SajidBettani1087@gmail.com

OBJECTIVE

To seek a career position in a progressive organization which should be challenging and demanding where I can practice my repertoire and learnt new skills.

Hints

- **Current Status:** Seeking Job.
- **Education:** BSc M.A Islamiyat & Masters of library information science + DIT
- **Experience:** 05x Years 2 months
- **Computer Skills:** Has Good Knowledge Of MS Office, Internet Explorer, Etc.
- **Good Communication Skills:** Speaking, Listening, Writing, and Reading In English, Urdu, and Pashto

PERSONAL INFORMATION

Father's Name:	Muhammad Farooq
Nationality:	Pakistani
CNIC No:	12201-2278248-9
Religion:	Islam
Marital Status	Married
Domicile	District Tank

ACADEMIC QUALIFICATION

EXAM	Year	Marks Obtained	Subject	BOARD / UNIVERSITY
SSC	2014	737/1100	Science	B.I.S.E D I Khan
FSC	2016	735/1100	Pre-Medical	B.I.S.E D I Khan
BSC	2018	370/550	Science	Gomal University
M.A Islamiyat	2020	633/1100	Arts	Gomal University
MLIS	2022	Waiting for Results	Library Science	AIOU Islamabad

WORKING EXPERIENCE:

S#	Position	Institution	Area	DURATION
1	Civil Defence General Instructors	Directorate General Federal Civil Defence, Pakistan Civil Defence Training School Peshawar	Peshawar KPK	1 x Months
a. Warden Service b. Rescue Service c. Casualty Service d. High Explosive Missiles.				
e. Basic Fire Training f. Unexploded Missiles g. Elementary Chemical Warfare h. Elementary Atomic Warfare				
2	Community Out Reach Worker	Relief Pakistan KP NGO In RHC Hospital Gomal Bazar	Tank, KPK	7xMonths
<u>Responsibilities, Duties,</u> <ul style="list-style-type: none"> ✓ Regularly document cases using case notes and other agreed upon forms, update databases to ensure a comprehensive record of the case ✓ Keep proper records of field expenditures when appropriate and report on these to Lead Case Manager. ✓ Submit reports weekly reports concerning implemented outreach activities and cases and participate in weekly case conferences. ✓ Conduct initial (rapid) assessments for identified cases and prioritize them according to risk level. 				
2	Date Entry Operator	Zwanan Development Organization Insaf health cards	Tank, KPK	2 Months
<u>Responsibilities, Duties,</u> <ul style="list-style-type: none"> ✓ Insert customer and account 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 ✓ Research and obtain further information for incomplete documents ✓ Apply data program techniques and procedures ✓ Generate reports, store completed work in designated locations and perform backup operations ✓ Scan documents and print files, when needed ✓ Keep information confidential ✓ Respond to queries for information and access relevant files ✓ Comply with data integrity and security policies ✓ Ensure proper use of office equipment and address any malfunctions 				

3	Supervisor	PRCS Pakistan Crescent Society	Tank, KPK	1x Months
<u>Responsibilities, Duties,</u> <ul style="list-style-type: none"> ✓ To submit field visit reports on weekly and monthly reports on monthly basis on provided formats on agreed timelines with Provincial Programme Manager. ✓ To perform other duties and tasks, as required or assigned by PRCS provincial management ✓ Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment in DP Point. 				
4	Computer Operator	Nac institute	Tank, KPK	1x Years
<ul style="list-style-type: none"> ✓ Provides data by operating a computer. ✓ Determines sequence of operations by studying production schedule. ✓ Performs defined tasks per documented instructions/processes. ✓ Prepares equipment for operations by accessing software in computer. ✓ Makes appropriate changes to the documentation, as needed. 				
5	Lab assistant	Cadet college Spinkai	SWTD	3x years & months 3
<u>Responsibilities, Duties,</u> <p><u>ASSISTANT BIO LAB:</u> in the preparation of biology instructional lab materials, including chemical solutions, equipment, and supplies</p> <p><u>OtherTasks Cadet Dossier Cadet college Spinkai-SWTD:</u></p> <p><u>NEW INTAKE CCS 22- 23:</u> Cadet College Spinkai South Waziristan Tribal District Achievements/Tasks</p> <ul style="list-style-type: none"> ✓ Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity. ✓ Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment ✓ <u>Library assistant:</u> maintaining repair of damaged materials ✓ Checking materials in and out and filing or replacing returned items. ✓ Cataloguing new materials. ✓ Helping with the day-to-day running of library services 				

LANGUAGE

LANGUAGE	SPEAKING	WRITING	READING
English	Good	Good	Excellent

Urdu	Excellent	Excellent	Excellent
Pashto (Native)	Excellent	Excellent	Excellent

PROFESSIONAL QUALIFICATION

EXAM	Year	Marks Obtained	Subject	BOARD / UNIVERSITY
DIT	2015	1026/1400	professional	KPK BTE Peshawar

REFERENCES

References will provide on demand

PRESENT ADDRESS

Present Address:

Village and Post Office Gomal Bazar Tehsil & District Tank, KPK

I hereby declare that all the above information is correct to the best of my knowledge.

Muhammad Sajid