

# Resume



## **Muhammad Abdullah Rabbani**

**Address: Tehsil Jalal PurPir Wala District Multan.**

### **Contact Information:**

Father's Name : Muhammad Saleem Rabbani  
Date of Birth : 14-06-1995  
Cell # : 0300-6035214, 0334-6035214  
Email Address : [abdullahrabbani1418@gmail.com](mailto:abdullahrabbani1418@gmail.com)  
CNIC No. : 36301-8712773-9  
Domicile : Multan  
Marital Status : Single

### **Objective:**

*I intend to be part of an organization having dynamic, culturally diverse environment where I can add value with my skills, experience, ideas and passion for growth. At present, looking for a position with availability of personal and professional growth.*

### **Academic History:**

| <i>Degree</i>   | <i>Passing Year</i> | <i>Board / Institute</i> |
|-----------------|---------------------|--------------------------|
| Matric          | 2010                | BISE Multan              |
| F.A             | 2013                | BISE Multan              |
| B.S (Economics) | 2017                | BZU University           |
| M.A Urdu        | 2019                | Sargodha University      |
| B.ED            | 2019                | AIOU Islamabad           |
| MPHIL (URDU)    | 2021                | LAHORE LEADS UNIVERSITY  |
| M.ED            | CONTINUE            | AIOU Islamabad           |

### **Computer skills:**

➤ *Computer Software Installation, Modification and Maintenance*

*Operating System, Window 98 to Window 7, Command Prompt,  
Internet and External Environmental Installation, Drivers.*

➤ ***Internet Maintenance, Surfing, Browsing, E-mail Etc.***

*Maintaining the Connection, Surfing and Browsing the Internet's webs, E-mail, upload, download.*

***Microsoft Office Work on all version of office (97 to 2013)***

*M.s Word, M.s Excel, Power point, M.s Accesses*

***Punjab Vocational Training Council (2018 Lahore)***

*Operate Computer, Install Windows 7, Install MS-Office  
Keeping Email Record, Prepare Official Letters,  
Internet Surfing.*

***Certificate in Office Management (COM) 2017***

*Basic IT, Windows-XP2000, MS-Word, Excel, PowerPoint,  
InPage (Urdu), Internet Email.*

***Diploma in AutoCAD 2D, 3D & 3Ds MAX (2017)***

*(Windows-2000/XP, AutoCAD 2D / 3D, 3Ds MAX)*

## **Experience**

- *1 month project of flood effects survey in rural area under Assistant commissioner Jalal PurPir wala in 2014.*
- *3 Month Assistant Constituency Coordinator Experience.*
- *3 Days Election Observer Training.*
- *One Month Project with FAFEN.*
- *One year Teaching Experience.*
- *3 Month Impact Elevation Project with OPM (Oxford policy management).*
- *6 month of project with SHED Pakistan.*
- *Project with International Rescue Committee.*
- *TPVICS PROJECT WITH AGHA KHAN.*

- *Project with PHC global as a field associate on tcv comparing in muzzafargarh.*
- *Post Polio Campaign Monitoring 20<sup>th</sup> Round Apex Consulting Pakistan.*
- *Working as a facilitator in SPO (Awaz 2 program)in jalal pur pir wala*
- *Working as a Out Reach Officer in SPO (Awaz 2 program)jalal pur pir wala*

### **Personal Attributes:**

*Be honest and trustworthy be respectful. Possess cultural awareness and sensitivity, flexible, demonstrate sound work ethics.*

### **Language:**

- ❖ *English*
- ❖ *Urdu*
- ❖ *Punjabi*
- ❖ *Saraiki*

### **Interests & Hobbies**

- ❖ *Cricket*
- ❖ *Internet Surfing*
- ❖ *Electronic Media*

### **Declaration:**

*I hereby declare that above mentioned are true and correct to the best of my knowledge and belief.*

### **Last words**

*Given the chance I would leave no stones unturned to give the best of my abilities to serve the come with upmost sincerity and creating a very pleasant working environment among the team members keeping in mind the University reputation and profitability at the foremost priority .*

**Muhammad Abdullah Rabbani**