

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
abdullahrabbani67@gmail.com
CNIC No. : 36301-8712773-9
Domicile : Multan
Marital Status : Married

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	2022	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 Pur Pir wala in 2014.
- 1 year computer Operator experience in Ansari Photo sate.
- 3 year Assistant in computer Operator 2016 to 2018 in concept school systems.
- 1 Month. PEF School monitoring in jalal pur pirwala.
- 3 Month Assistant Constituency Coordinator Experience.
- 3 Days Election Observer Training.
- One Month Project with FAFEN.
- One year Teaching Experience as principal new bright way school
- 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 20th 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 utmost sincerity and creating a very pleasant working environment among the team members keeping in mind the University reputation and profitability at the foremost priority .

