

asifmehmoodbnu@gmail.com



+92 334-9192093



House# 636/C, Near Millad Park Bannu City, KPK, Pakistan.

PROFESSIONAL SKILLS

MS OFFICE

Data Management

Data Collection

Data Analysis

Auto CAD/ Revit / BIM / E TABs

LANGUAGES

English



Urdu



Pushto



HOBBIES & INTERESTS

- Travelling
- **Net Searching**
- **Explore Heritage**
- Social Work
- Video Editing
- Blogging
- **Useful Debiting**

ASIF MEHMOOD

I am young, confident, hardworking and reliable person. I can work easily either as an individual or a part of a team.

I see myself satisfying your requirement and criteria and I have keen interest and enthusiasm to work in this post, because I am qualified and have huge experience in this field.

WORKEXPERIENCE

Data/Admin Assistant

SKP-Hub for Polio Eradication Bannu Cantt.

From Feb 2023

- Compilation of data received from SKP districts.
- Accurately inputting and managing data into databases or spreadsheets.
- Ensuring data quality by identifying and rectifying errors or inconsistencies.
- Assisting in data analysis tasks, including generating reports and visualizations.
- Creating reports and summaries based on data analysis.
- Documenting data sources, methodologies, and processes for future reference.
- Assisting researchers with data-related tasks and information retrieval.
- Identifying and resolving data-related issues or discrepancies.
- Working closely with team members or data analysts to achieve project

Manager Operation and Maintenance

W.S.S.C Bannu.

Sept, 2021 to Feb, 2022

- Gathering and organizing data from departments throughout the organization.
- Preparing BOQ for different field projects.
- Organizing data for analysis by identifying relevant information, using software to extract it from databases, and compiling it for presentation to clients.
- Checking plans, drawings and quantities for accuracy of calculations.
- Scan documents and print files, when needed.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Research and obtain further information for incomplete documents.
- Excellent knowledge using MS Office to correct spelling, grammar and punctuation.
- Overseeing the selection and requisition of materials and plant.

VIS DC Office Bannu.

District Administration Bannu.

Feb, 2020 to Aug, 2021

- Assisting in data analysis tasks, including generating reports and visualizations.
- Creating reports and summaries based on data analysis.
- Bannu Beautification work.
- Restoration of Nicholson House.
- Green Bannu "Green Model Street"

REFERENCES

Capt Rtd Zubair Khan Niazi
 Ex DC Bannu
 Cell: 0301-8388835

 Dr. M. Arsalan Khan (MAK) Medical Officer (KGN) Cell: +92 315-9220922

Ikram Ullah Khan
 PA Commissioner Bannu
 Cell: +92 313-5764942

Office Admin/Engineer

Dar Al Seyanah Contracting LLC UAE in collaboration with Arab Tec. July 2019 to August 2019

- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Research and obtain further information for incomplete documents.
- Checking plans, drawings and quantities for accuracy of calculations.
- Scan documents and print files, when needed.
- Excellent knowledge using MS Office to correct spelling, grammar and punctuation.
- Supervising and counselling junior or trainee engineers.

PERSONAL INFORMATION

Name: Asif Mehmood Father Name: Arif Mehmood DOB: 22nd March, 1998

Nationality: Pakistani

CNIC: 11101-4672136-1 Domicile: Bannu,KPK

Marital Status: Single

EDUCATION

MS Urban Infrastructure Engineering (Scholar)

University of Engineering & Technology Peshawar

BS Civil Engineering (Scholarship)

Capital University of Science & Technology, Islamabad

2016-2020 2.63/4.00 Grade "B"

Faculty of Science

Board of Intermediate & Secondary Education Bannu

2014-2015 884/1100 Grade "A1"

Diploma of Information and Technology

KPK Board of Technical Education, Peshawar

2013-2014 981/1400 Grade "A"

Matriculation (Science)

Board of Intermediate & Secondary Education, Bannu

2012-2013 872/1050 Grade "A1"