

# Mobeen Ahmad

## COMPUTER OPERATOR

### SUMMARY

Quality driven computer operator with a proven record of excellent job performance. Manages projects at each stage with a diligent and attentive approach, carefully checking details and testing assumptions. Skilled in training junior personnel in principles and practices.

### EDUCATION

- **Master of Business Administration - Finance** **2010 - 2012**  
*Qurtuba University of Science and Information Technology*
- **Diploma Information Technology** **2011 - 2012**  
*Brains Post Graduate College of Information Technology*

### EXPERIENCE

- **Area Level Social Mobilizer** **2020 - Present**  
*Professional Employers Private Limited (People)*
  - Give awareness to community for Polio vaccine
  - Meetings with community stakeholders to convince parents
  - Conduct mosque announcement before Polio campaign
  - Deliver sessions in schools and maddrassa about Polio vaccine
  - Vaccinate the refusals children during Polio campaign
  - Deliver training to Polio workers for nest Polio campaign
- **Area Supervisor** **2017 - 2020**  
*Chip Training and Consulting (CTC)*
  - Supervise and monitor the field work of subordinates
  - Preparation and submission of micro plans
  - Conduct and supervise the work activities with subordinates
  - Provide on job training on IPC and DATA collection tools
  - Brief UC team on routine immunization and Polio vaccination
  - Compilation and submission campaign activities DATA on time
- **Computer Operator** **2015 - 2017**  
*Quaid e Azam Public School*
  - Setting up computer and other hardware devices
  - Starting operation by entering computer commands
  - Responding to user request and problem solving
  - Correcting errors
  - Loading papers and adjusting equipment settings
- **Accountant** **2010 - 2015**  
*Al Junaid Public High School*
  - Maintain accurate financial data
  - Giving monthly financial report to the head of the school
  - Generate school fee related notice
  - Update account receivable and issue invoices
  - Update account payable and perform reconciliation



### PERSONAL INFO

- 👤 Married
- 📅 03/03/1989
- ☎ 00923473009096
- ✉ mobeenahmad771@gmail.com
- 📍 Peshawar, Pakistan

### SKILLS

- Microsoft Office
- Leadership skills
- Presentation and Public speak
- Creativity and problem solving
- team work
- Active listening
- Google analytics
- Quality control
- Communication skills
- Mobile skills

### LANGUAGES

- English
- Urdu
- Pashto