CV
Muhammad Faizan

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❖ **Personal detail**
❖ **Education detail**
❖ **Language**
❖ **Experience & Skills**

❖ **Personal Detail:**

F/Name:	Muhammad Ashraf
DOB:	02-Sep-1999
CNIC:	61101-4775096-5
Domicile:	Punjab (Rawalpindi)
Religious:	Islam
Postal Address:	h# 37, St# 02, Khana Dak Madina Town Near
	Qutbal Town Islamabad.
Permanent Address:	Tehsil Gujar Khan District Rawalpindi.

❖ **Education Detail:**

Matric	F.A
BISE Rawalpindi/School	Federal Board/ICB G6/3 ISB
631 out of 1100	550 out of 1100
Grade C	Grade C
Passing Year 2015	Passing Year 2017

B.A	M.A (History)
Quaid I Azam University/ICB G6/3 ISB	Allama Iqbal Open University Islamabad
386 out of 800	2nd Division
2nd Division	-
Passing Year 2020	Passing Year 2024

❖ Language:

	Urdu	**Punjabi**	**English**
Speak:	Professional	Professional	Intermediate
Written:	Professional	Beginner	Professional
Reading:	Professional	Intermediate	Professional

❖ Experience & Skills:

1. Computer Knowledge
(MS Office, Word Excel PowerPoint)

2. Technical Skills
(Internet, Emails, Android App, Window Installation, Software Installation)
Video Editing (Wondershare Filmora & Mobile APK)

3. VTT Global
(Two- or three-week Data entry work on CSPro)

4. Apex Consulting Pakistan
- Position: Logistics Assistant/ Office Assistant
- Project: PCM/LQAS Jan-20 to Jan-22 (2 Year 1 Month)

Job description (role & responsibilities)

A. Logistics/Management/Technical Assist
I. Supervise required arrangements at training venue.
II. Required training material arrange.
III. Mobile devices and training material keep in own custody at venue.
IV. Training hall arrangement.
V. Maintain rooms accommodation record.
VI. Participant check in and check out record supervise.
VII. Multimedia handling during training.
VIII. Assist to trainer training related help during training.
IX. Charge mobile devices for training.
X. Install required application in devices for training and data collecting.

XI. Issued mobile devices to field staff last day of training.

XII. Received mobile devices from field staff on closing day after field.

XIII. Uses of ODK apk.

B. HR Assist

I. Call to field staff for training.

II. Make attendance sheet field staff during training.

III. Contract signing from field staff during training.

IV. Make logistics staff attendance through training plan.

C. Office/Financial Assist

I. Hard Record keeping.

II. Devices and other office record Filing.

III. Devices maintain sequence vise at store.

IV. Devices prepare for all required districts.

V. Assist with move training material ISB to other city by cargo.

VI. Maintain hard and soft record issuance and receiving of mobile devices.

VII. Compile province vise devices record.

VIII. Make salary sheet logistics assistant.

IX. Check expense booklet logistics assistant.

X. Assist devices audit with client audit team.

D. Visited area:

- **Punjab:** LHR, FSD, MTN, DGK, GJW, RWP/ISB
- **KPK:** Swat, PSW, Kohat, DIK, Mansehra
- **AJK:** MZD, Rawalakot

Note. All these areas have been visited by this (LQAS) project.

5. Apex Consulting Pakistan

- Position: Assistant/daily wager
- Project: success II

Job description

I. Work on CSPro software for questionnaire copy paste different required language.

II. Calls to field staff for field training.

III. Questionnaire formatting required language format.

6. ECare vision (Current Working)

- Position: Billing Executive
- Duration: 14-April-23 to Current.