Muhammad Haroon

CURRICULUM –VITAE

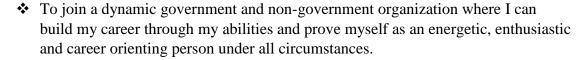**Permanent Address: Village:WachaKhura Tehsil Wana S.W.A**

Cell #: 0331- 9954231 / 0304- 9175692

Objective:

Muhammadharoon0965@gamil.com

0331-9954231

KPK Pakistan

Haroon Khan Wazir

haroonwazir37

03049175692

WanaWachaKhura

(S.W.T.D)

❖ To join a dynamic government and non-government organization where I can build my career through my abilities and prove myself as an energetic, enthusiastic and career orienting person under all circumstances.

❖ To work within competitive environment, so that I can explore my hidden professional capabilities for the best interest of the organization

Personal Information:

Name:	Muhammad Haroon
Father Name:	Muhammad Shafique
Address:	Wana Wacha khura
Phone No:	0304-9175692
Email ID:	Muhammadharoon0965@gamil.com
Date of Birth:	22-03-2004
CNIC:	21708-5183732-9

Experience

Hospital Managements Systems

Company Name:	**Medical Emergency Resilience Foundation (MERF)**
Software:	Electronic Medical Record System (EMRs)

❖ **L**ogin ID creation
❖ Departments Login ID
❖ Ward login ID
❖ Radiology login ID
❖ Lab login ID
❖ Pharmacy login ID

➢ Addition

❖ Medicine Addition in Pharmacy
❖ Test addition in Laboratory
❖ X-ray / ECG / US /
❖ Daily Data Collection producer
❖ Creation Token
❖ Monthly Data Collection producer
❖ Data Security Measure

Name: Muhammad Haroon

F/Name: Muhammad Shafique

Date of Birth:

22-03-2004

Religion

Islam

Nationality

Pakistani

CNIC:

21708-5183732-9

Job description as Computer Teacher

Company Name: **Wana Model School And College**

- ❖ Organize, maintain and mange class system
  I proper working condition. Teach student and learners to use computer
- ❖ Design and develop appropriate computer instructional material.
- ❖ Develop and implement lesson plans and class room activities in consistent with the student managements tissue.
- ❖ Conduct group training sessions. Coordinate and
  Collaborate with lead teacher, Principal and instructional coaches.

Job description as Computer Operator

Company Name: **Maiwand Children Academy Main Campus Wana City**

- ❖ Provides data by operating a computer.
- ❖ Determines sequences of operation by studying school and class schedule.
- ❖ Performs defined tasks per documented instruction/ processes.
- ❖ Prepares equipment's for operation by accessing software in computer.
- ❖ Makes appropriate changes to the documentations as needed.
  Prepare question papers, result cards, DMCs, services cards, Class pass, advertisements, banners etc.
- ❖ Documentation Skills
- ❖ Software Support
- ❖ Security Compliance
- ❖ Process Automation
- ❖ System Managements
- ❖ Data Entry Excellence
- ❖ Backup & Recory
- ❖ File Organization

Job descriptions Data Managements

Company Name: Cyberlinks I.T College & Training Center D.I.Khan

❖ Analyzing and validating data.
❖ Updating records and storing documents.
❖ Ensuring data security.
❖ Assisting staff with data entry task.
❖ Submitting data for audits.

Job descriptions as clerk

Company Name: Maiwand Children Academy Main D I khan Campus

❖ School activities like making of papers DMC Computerize proforma Computerize Fee records online admission of 9th and 10thIst year 2nd year classes.
❖ Enrollments of student.
❖ Admission with drawl.
❖ Fee calculation.

Job descriptions as Polio

Responsibilities and Accountabilities

❖ Vaccination Vaccine Vial Management , Vaccination Record
❖ Daily report submission of < 5 children.
❖ Community mobilization (mosque Announcements Community meeting community engagement session
❖ Keeping missed children records on daily, weekly and monthly basis.
❖ Assessments of house to house surrey for children under 5 age.
❖ Assisting essential immunization teams deployed by health departments.

Education

Degree Title	College/ University	Completion Date	Marks
SSC	Assa Boor Public High School	2019	679 /1100
HSSC	Govt. Degree College Wana	2021	744 /1100
D.I.T	Govt. M.S.C Wana	2022	1163 /1100
C.I.T	NAC of IEATT	2021	558 /1100

Skills

1. Office Automation
2. Corel Draw
3. Photoshop
4. In page
5. Video Editing
6. Upwrok
7. Amazon Whole Sale FBA
8. Adobe Illustrator
9. Advance MS Excel

Language

❖ English
❖ Pashto
❖ Urdu