



MUHAMMAD IBRAR

Date of birth: 18/08/1988 | **Nationality:** Pakistani | **Gender:** Male |

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● ABOUT ME

I am an experienced Data Entry Specialist with over five years of expertise in both government and private organizations. With a Master's degree in Economics, I possess a solid foundation in handling economic data. Known for my accuracy and efficiency, I excel in managing and entering large volumes of data while maintaining exceptional attention to detail. My proficiency in data entry tools and software ensures the integrity and confidentiality of sensitive information. With strong organizational skills and the ability to meet tight deadlines, I prioritize tasks effectively to deliver high-quality results. As a dedicated professional, I strive to contribute to seamless data management and support informed decision-making processes.

● WORK EXPERIENCE

01/04/2023 – CURRENT peshawar, Pakistan

COMPUTER OPERATOR/OFFICE ASSISTANT SUI NORTHERN GAS PIPE LINE LIMITED

Office Assistant Responsibilities

1. **Handling Communication:** Managing incoming and outgoing calls, emails, and messages, and routing them to the appropriate individuals or departments.
2. **Managing Documents:** Organizing and maintaining physical and electronic files, documents, records, and reports.
3. **Scheduling and Calendar Management:** Assisting with scheduling appointments, meetings, and events, and maintaining the office calendar.
4. **Reception and Front Desk Duties:** Greeting visitors, providing information, and directing them to the appropriate personnel or department.
5. **Supply Management:** Monitoring and maintaining office supplies, ensuring availability and restocking when necessary.
6. **Filing and Record-Keeping:** Organizing and maintaining physical and digital records, ensuring proper documentation and confidentiality.
7. **Office Maintenance:** Overseeing the cleanliness and organization of the office space, coordinating repairs and maintenance when needed.
8. **Administrative Support:** Assisting other staff members with administrative tasks, such as making travel arrangements, processing expenses, and coordinating logistics.

Computer Operator Responsibilities:

1. **Computer System Operations:** Operating and managing computer systems, ensuring their smooth functioning and performing routine maintenance tasks.
2. **Data Processing:** Entering and processing data, verifying accuracy, and resolving any data discrepancies or errors.
3. **System Monitoring:** Monitoring computer systems, networks, and peripheral devices to ensure proper functioning and troubleshoot any issues.
4. **Software and Application Support:** Installing, configuring, and updating software programs and applications, and providing technical support to users.
5. **Print and Output Management:** Managing print jobs, ensuring proper printing and distribution of documents, and troubleshooting printer issues.

6. **Backup and Recovery:** Implementing and maintaining data backup and recovery procedures to safeguard data and ensure business continuity.
7. **Security and Access Control:** Enforcing security protocols and user access controls to protect sensitive information and systems.
8. **System Documentation:** Creating and maintaining system documentation, including user manuals, standard operating procedures, and troubleshooting guides.
9. **Technical Support:** Providing technical assistance to users, diagnosing and resolving hardware and software issues.

13/06/2019 – 16/03/2023 peshawar, Pakistan

COMPUTER OPERATOR MOULVI AMEER SHAH MEMORIAL HOSPITAL PESHAWAR

1. **System Operations:** Operating and maintaining computer systems, servers, and network infrastructure to ensure their optimal performance and reliability.
2. **Electronic Health Record (EHR) Management:** Managing and updating patient records within the hospital's electronic health record system, ensuring accuracy, confidentiality, and compliance with privacy regulations.
3. **Data Entry and Processing:** Accurately entering patient information, medical histories, test results, and other relevant data into the hospital's database systems.
4. **Appointment Scheduling:** Assisting in scheduling patient appointments, managing calendars, and coordinating with healthcare providers to ensure efficient patient flow.
5. **Medical Billing and Coding Support:** Collaborating with the billing and coding team to ensure accurate coding and billing for patient services.
6. **Diagnostic Test Result Management:** Processing and distributing diagnostic test results to the appropriate healthcare professionals promptly and securely.
7. **IT Support:** Providing technical assistance and troubleshooting for computer hardware, software, and network issues encountered by hospital staff.
8. **Security and Access Control:** Enforcing security measures, including user access controls and data encryption, to protect patient data and ensure compliance with HIPAA regulations.
9. **System Backup and Recovery:** Implementing and maintaining data backup and recovery procedures to safeguard critical patient information and ensure business continuity.
10. **Training and Documentation:** Assisting in training hospital staff on the proper use of computer systems and software applications, and maintaining documentation of system procedures and protocols.

15/06/2015 – 17/03/2017 peshawar, Pakistan

COMPUTER OPERATOR AL-KHIDMAT HOSPITAL PESHAWAR

1. **Patient Data Security:** Ensuring the security and confidentiality of patient data by implementing and maintaining proper access controls, user permissions, and encryption protocols.
2. **Equipment Maintenance:** Performing routine maintenance and troubleshooting on computer hardware, peripheral devices, and medical equipment connected to the computer systems.
3. **Inventory Management:** Assisting in managing and tracking inventory of computer equipment, software licenses, and peripherals to ensure an adequate supply for smooth operations.
4. **System Upgrades and Updates:** Collaborating with IT teams to implement software updates, system upgrades, and patches to maintain system performance and security.
5. **Vendor Coordination:** Liaising with software vendors, hardware suppliers, and service providers to address any technical issues, coordinate repairs, and ensure smooth operation of systems and equipment.

● EDUCATION AND TRAINING

25/05/2021 – 02/06/2022 Charsadda, Pakistan

MASTER IN ECONOMICS BKU CHARSADE

Website <https://staging.bkuc.edu.pk/>

21/10/2018 – 18/10/2019 Charsadda, Pakistan

BACHELOR BKU CHARSADE

Website <https://staging.bkuc.edu.pk/>

Website <https://www.kpbte.edu.pk/>

16/10/2004 – 17/10/2005 peshawar, Pakistan
SSC SCIENCE BISE Peshawar

Website <https://www.bisep.edu.pk/>

● LANGUAGE SKILLS

Mother tongue(s): **POSHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
URDU	C2	C2	C2	C2	C2
ENGLISH	C1	C1	C1	C1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Powerpoint | Microoft office | Microsoft Excel | Advanced use of Microsoft Office (Word, Excel, PowerPoint) | Adobe (Adobe Photoshop, Adobe Illustrator, Adobe | Power BI/Power Pivot | AutoCad 2D -3D

● ADDITIONAL INFORMATION

DIPLOMA & CERTIFICATE

14/03/2017 – 15/03/2018

Diploma of Information Technology

03/03/2019 – 03/06/2019

Certificate In Autodesk AutoCAD (Civil)

08/05/2019 – 15/11/2019

Certificate of Ms Excel 2019

05/10/2022 – 05/12/2022

Certificate of Computer Skills Proficiency Test

PROJECTS

21/10/2019 – 16/03/2023

Revamping of two hospitals Peshawar working as a computer operator

HOBBIES AND INTERESTS

News,sports,internet searching

DRIVING LICENCE

Driving Licence: A

Driving Licence: B

RECOMMENDATIONS

Zahid Ahmed Associate Engineer

Muhammad Ibrar is a highly skilled and dedicated data entry specialist, and I strongly recommend their services. Throughout my professional interactions with them, I have been consistently impressed by their exceptional attention to detail and commitment to delivering accurate and reliable results.

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