

MUHAMMAD MUBASHIR



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Mohala qadir abad Ward no 18 near dawn bread
agency tehsil and district layyah

OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

Personal Information:

Father name

Ghulam Murtaza nizami

Date of birth

10/08/1996

CNIC

32203-9101647-7

Domicile

Layyah Punjab

Religion

Islam

Nationality

Pakistani

Gender

male

Merital Status

un married

Experience

JOB EXPERIENCE

• Zeenat surgical hospital Layyah

October 2021 to December 2022 (14 months)

Work as a Assistant Admin Officer

Assist with the day-to-day operations of an office by doing tasks such as filing paperwork, answering phone calls, preparing documents for meetings, and managing the calendar of their supervisors.

• CEO District Health Authority Office Layyah

Feb 2023 to August 2023 (6 months)

Work as a Reporting Officer

I used to inquire about the vaccination stock daily from the health facility and ensured completion of vaccine dosage and compiled daily records to inform the relevant department.

Language

- English
- Urdu
- Saraiki
- Punjabi

Hobbies

- Community services
- Exercising and Healthcare
- Reading books Newspaper and journals

Education

• MPhil Sociology___2023

1st Division (University of Agriculture Faisalabad)

• BS(hons) Sociology___2021

1st Division (Government College university Faisalabad)

• Intermediate___2017

2nd Division (BISE DG.khan)

• Matric___2015

2nd Division (BISE DG.Khan)

Short Courses

- 3 months of computer short course (Lics college layyah)
- 6 months course of computer Application Software Microsoft office etc. (professional college layyah)
- SPSS tool workshop (GCUF layyah)

Skills

- Creative Thinking
- Social mobility
- Computer skills
- Good communication skills
- Public dealing and convincing
- Data Collection and Analysing

Reference

On your demand