MUHAMMAD MUZZAMIL



Mob: +92-346-0030159|Email: sheikhmuzammil789@gmail.com.com |Sindh, Karachi

Pakistan| Dob: 14 AUG 1995

***Professional Summary***

To pursue a challenging carrier where I intents to utilized my professional skill for the betterment of an organization, also try to make a best use of my potential ***c***abilities by achieving the required task in consolation of higher authorities.

**Professional Experience**

Position: **Zonal Trainer (LQAS / PCM)**

Organization: WORLD HEALTH ORGANIZATION

Tenure: Jan 2023 to Continue

Location: Sindh, Pakistan

**Key Responsibilities:**

1. train staff responsible for data collection and analysis at Deh different levels

(central, regional and district) on the LQAS methodology and work with them

to adapt a training manual and develop tools.

1. To Compile the work plan
2. Trained personnel available to carry out the LQAS surveys

Position: **District Coordinator (GCSS)**

Organization: RIZ Consulting

Tenure: Dec 2021 to Dec 2022

Location: Sindh, Pakistan

**Key Responsibilities:**

1. To conduct the training session on GCSS Android Application.
2. To Compile the work plan
3. To attend UPEC, DPEC meeting with DDPO and UCPO’s.
4. To Supervise and Coordinator with the RIZ Facilitators in Intra Campaign.
5. To Keep Coordination with RIZ HQ and DDPO

Position: **Field Supervisor (LQAS / PCM)**

Organization: RIZ Consulting

Tenure: November 2016 to 2021

Location: South Sindh, Pakistan

**Key Responsibilities:**

1. To monitor the field monitor
2. To monitor the training of apex enumerator
3. To prepare plan for the field
4. To submit report to research and development department

Position: **Field Monitor (LQAS / PCM)**

Organization: RIZ Consulting

Tenure: September 2015 to October 2016

Location: North Sindh, Pakistan

**Key Responsibilities:**

1. To conduct quantitative data of apex enumerator
2. To fill 10 form in each district
3. To facilitate the partner enumerator in filling questioner data form
4. To submit report to the supervisor

Position: **IT Manager**

Organization: EUREKA ENGLISH LANGUAGE CENTER

Tenure: Nov 2017 to Nov 2018

Location: Karachi Sindh Pakistan

**Key Responsibilities:**

1. Running regular checks on network and data.
2. Identifying and acting on opportunities to improve and update software and
3. systems.
4. Conducting regular system audits.
5. Running and sharing regular operation system reports with senior staff.
6. Managing and reporting on allocation of IT budget.
7. Keep records of repairs and fixes for future reference***.***

***Achievements and Awards (Internship):***

* Certificate of internship Allied Engineering & Modaraba

**Educational Qualifications:**

*Degree/ Certification:* B.sc (Computer)

*Institute:* Govt College for Boys, Karachi, Sindh, Pakistan

*Tenure:*  2021 to Present

Grade/ Division: In Process.

*Degree/ Certification:* Diploma in Business Administration

*Institute:* College of Business Administration, Karachi, Sindh, Pakistan

*Tenure:*  2017 to 2019

Grade/ Division: “B” Grade

*Degree/ Certification:* Intermediate of Science (Pre-engineering)

*Institute:* Board of Intermediate & Secondary Education (BISE), Karachi.

*Tenure:*  2014 to 2016

Grade/ Division “B” Grade

*Degree/ Certification:* Matriculation of Science

*Institute:* Board of Intermediate & Secondary Education (BISE), Karachi.

*Tenure:*  2012 to 2013

Grade/ Division: “B” Grade

**Additional Qualifications:**

*Course/ Certification:* **MS Office**

*Institute:* Benchmark Computers

*Tenure:*  1st Jun 2016 to July 2016

*Course/ Certification:* **Computer Information Technology**

*Institute:* Youth Education System

*Tenure:*  2012

*Course/ Certification:* **Graphics Designing**

*Institute:* Youth Education System

*Tenure:*  2013-2014

*Course/ Certification:* **Computer Hardware Technician and Software Technology**

*Institute:* Youth Education System

*Tenure:*  2019

**Interest / Activit*i*es:**

* Reading & Writing
* Newspaper & Book Studying
* Internet
* Research
* Cricket

**Languages Skills:**

* Sindhi,
* Urdu,
* English
* Other (Punjabi)

**Personal Background:**

Father’s Name: Muhammad Shamim

Surname: Sheikh

CNIC Number: 42301-0887268-7

Gender: Male

Marital Status: single

Permanent Address: H # 783/A near Dar ul Sehat clinic, Mehmoodabad, gate no.1, Karachi, Pakistan

**References:**

Furnished on request