



# M.MUZZAMMIL

MIS/FINANCE ASSISTANT

## CONTACT

+92 316 0322604

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H:No-814 Nashtarabad  
Mirpurkhas , Sindh

## EDUCATION

2021 - 2023

SINDH UNIVERSITY JAMSHORO

- Bachelors in Arts (B.A)

2021-2022

SINDH TECHINAL EDUCATION

- Diploma Information  
Technology

2015-2019

BISE MIRPURKHAS

- Intermediate
- Matriculation

## SKILLS

- MIS Operations
- Administration
- Finance Assistance
- MS Office
- Data Mining/Cleaning
- Reporting
- Client / Community Dealing

## PROFILE

To secure a promising position within an Organization/ Institute that ensure opportunities to show ability devotedness and sincerity to work & development in the basis of professional and personal Abilities

## WORK EXPERIENCE

- MIS/Admin/Finance Assistant** JAN 2024-FEB 2025  
National Rural Support Programme (NRSP)
  - Maintain Datasheets & Project related Data Excel sheets,Data Entries in Google sheets .
  - Maintain project Timesheets , Payments , Bills, Vechicle logbook & Vechicle MPRs .
  - Make Training payment vouchers,CRP monthly salaries,Payment sheets , Monthly Honorariums e.t.c.
- MIS Assistant** APRIL2023-DEC2023  
National Rural Support Programme (NRSP)
  - To assign the forms to STAT.
  - To provide the updated lists of assingned forms to STAT.
  - To provide updated data sheets to programme teams for follow up with communities regarding programme related activities
  - To provide the final reports to concerned incharge.
- Data Entry Operator** JUN2022-AUGUST2022  
Cesvi Pakistan (INGO)
  - Collect field data in hard copy from teams and Convert into soft copy in Excel .
  - To enter, manage, matain the data in MIS/Database/Data sheets on daily basis
- Data Entry Operator** FEB2019-MAY2022  
Sardar Yaseen Computer Center
  - Collect monthly,Addmission,Examination fees to students & maintain into Hard & Soft Copy.
  - Enter all fees & staff Salaries data into Excel sheet.
  - Type & Print all notification, Test papers, MCQs Papers.
  - To provide the final data to incharge.

## LANGUAGES

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- English
- Urdu
- Sindhi

## HOBBIES

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- Use Mobile
- Play Cricket
- Play Video Game

## PROJECT

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- Building Resilient Communities
- Sindh People Housing For Flood Affecties (SPHF)
- Building Healty Families (BHF)

## REFERENCE

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Ammar Jalil kaloi

National Rural Support Programme (NRSP)

 0314-2795674

Zaheer

Cesvi Pakistan

 03083032850

Raza Mari

Sardar Yaseen Computer Center

 0333-2956276

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THANK You