**MUHAMMAD SHARIF**


# Mailing Address.

***Shams Mobile Gul Abad Chowk Dalazak Road***

***Peshawar Pakistan KPK***

***Cell no: +92302-5500014***

### E-mail: sharifmengal04@gamil.com; sharif4u2002@yahoo.com

 ***OBJECTIVE:***

**"To be sincere with my profession and achieve the highest of my field through Constant struggle and work in the challenging, dynamic and future oriented environment"**

###  PERSONAL INFORMATION:

**Father Name : Muhammad Rafiq**

**Date of Birth : 28-April-1993**

**Nationality : Pakistani**

**Domicile : Distract Kurram KPK**

 **C.N.I.C No : 21303-6072184-5**

**Marital Status : Married**

***ACADEMIC QUALIFICATION***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Degree*** | ***Year*** | ***Division*** | ***Board/University*** |
| **Matriculation** | **2008** | **1st** | **BISE Kohat** |
| **F.Sc (Computer Science)** | **2010** | **2nd** | **BISE Peshawar** |
|  **DIT Diploma in Information Technology** | **2013** | **2nd** | **KPBTE Peshawar** |
| **B.A(Bachelor of Art)** | **2018** | **2nd** | **KUST**  |
| **Master** |  |  |  |

***Work Experience:***

**6th June 2015 to 31October 2021**

* **Data Analyst, Foundation for Rural Development (FRD)**

 **District Orakzai and District Mohmad**

**Responsibilities:**

* **Regularly collect and update the information and develop databases, software solutions and reporting formats for baseline, end line and other data management in consultation.**
* **Enters updates and verifies data into various systems for use by all personnel.**
* **Reviews and verifies data entered into database to ensure accuracy.**
* **Tracks documents received and completion dates.**
* **Assists and trains employees and new data entry operators on software programs.**
* **Provides assistance to technical staff to resolve computer and software problems.**
* **Runs and distributes reports.**
* **Assist in planning and organizing training programs and other field activities.**
* **Creates back up files for all data.**

**September-2020**

**Al-Hassanain Construction Company Bahrain**

**Position**: **DOCUMENTS CONTROLLER**

**Project: Bapco Trestle Project**

**Responsibilities:**

* Set up, copy, scan and store documents
* Create templates
* Manage requests for DOCUMENT.
* File documents in physical and digital records and ensure appropriate storage
* Maintain the accuracy of the records, editing where necessary to ensure up to date
* Manage the processes around DOCUMENT within the organization
* Maintain confidentiality around sensitive DOCUMENT
* Prepare ad-hoc reports on projects when required

**From 2010 to 2014**

## Worked as Computer/ Data Entry operator with Community Rise Program (CRP)

**Responsibilities:**

* **Enters updates and verifies data into various systems for use by all personnel.**
* **Reviews and verifies data entered into database to ensure accuracy.**
* **Tracks documents received and completion dates.**
* **Provides assistance to technical staff to resolve computer and software problems.**
* **Runs and distributes reports.**
* **Assist in planning and organizing training programmes and other field activities.**
* **Creates back up files for all data.**

**08 March to 30th April, 2018**

## Data Entry and Documentation Officer at Helpage International Peshawar.

**Responsibilities:**

* **Enters updates and verifies data into various systems for use by all personnel.**
* **Reviews and verifies data entered into database to ensure accuracy.**
* **Tracks documents received and completion dates.**
* **Provides assistance to technical staff to resolve computer and software problems.**
* **Runs and distributes reports.**
* **Assist in planning and organizing training programs and other field activities.**
* **Creates back up files for all data.**
	+ **Base line Survey for Community appraisal & mobilization Program, From 1st to 31st July 2011.**
	+ **Base line survey for WAPDA, From 15th July2013 to 31st July 2013.**

###  TRAININGS AND WORKSHOPS

* + ***One day training workshop on “Guiding principles on Internal Displacement. Organized by Norwegian Refugee Council (NRC) Pakistan***
	+ ***3 days training on “Organizational Development Organized by South Asia partnership Pakistan (SAP-PK)***
	+ ***Three days’ workshop training on “Community participation for Development of Resettlement Action (RAP)Organized WAPDA***
	+ ***Five Days “Capacity Building workshop for Youth Organized by Chanan Development Association (CDA)***
	+ ***One-day training on Personal Device Assistant (PDA) Organized by OCHA Peshawar****.*

###  SKILLS:

* + - **Good Interpersonal and Communication Skills**
		- **Excellent team work skills**
		- **Proficient in MS Office, (2007, 2010)**
		- **All Windows (Troubleshooting, Installation)**
		- **Corel Draw, 9.0**
		- **Adobe Photoshop7.0**
		- **Urdu /In page, (all versions)**
		- **Internet, and Hardware Assembling**
		- **Troubleshooting.**
		- **Three Months Certificate in Office Automation form (Skill Development Council (SDC) Peshawar**
		- **Mobile Software Installation.**

###  LANGUAGE:

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Writing** | **Speaking** | **Understanding** |
| **ENGLISH** |  | Good | Good | Good |
| **URDU** |  | Better | Better | Best |
| **PASHTO** |  | Better | Excellent | Excellent |

 ***HOBBIES:***

* + - * ***Reading Quran***
			* ***Computer, Graphics design,***
			* ***Outreach work, Field work.***
			* ***Computer Game, Internet Searching***
			* ***Learning knowledge and information****.*

###  References:

"**References available upon Request"**