

**MuhibUllah**  
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Chitral, Pakistan  
Current address: Golden Jubilee Housing Society DHA  
Islamabad  
03409850124/03059111832

### **Profile Summary (If Experienced)**

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I am professionally enriched in Admin/office Management, data collection and entry, social mobilization, Programs/events Management, Implementations and monitoring. Beside these I have good skills in computers, enumeration, data analysis, Drafting, and Clerical activities. Thus as a young motivated interested in joining an organization where I can use my proven skills and experience to grow the department as well as my enhanced professional skills.

### **TECHNICAL Skills**

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- Social Mobilization and community work
- Leadership and team work
- Computer (word, excel, power-point, in-page.
- Administrative/office management, work coordination, solves problems, communicate effectively.
- Oral and Written communication skills
- Professionalism and strong work ethic.
- Program Planning

### **EXPERIENCE (Most recent on top)**

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#### **KINEME PHYSIOTHERAPY DHA Phase 2**

##### **Front Desk officer**

1. Serves visitors by greeting, welcoming, and directing them appropriately.
2. Maintains security and telecommunications system.
3. Informs visitors by answering or referring inquiries.
4. Directs visitors by maintaining employee and department directories.
5. Submitting weekly report regarding Appointments, finance and operational expense.
6. Making invoice and appointment schedules.
7. Making Payrolls and salary's account.
8. Consolidation of Expenses, Sales report Daily and monthly basis.

#### **Cross Road Café top city Islamabad**

##### **Cashier August 2021 to August 2022**

1. Manage sells using cash System.
2. payments whether in cash or credit.
3. Follow up the pending bills.
4. Resolve customer complaints, guide them and provide relevant information.
5. Documentation of inventories and invoices.

#### **Aga Khan Development Network Upper Chitral Booni**

Program Officer: May 2014 – June 2016

##### **Main Responsibilities:**

- 1 to overlook all the activities of Regional YSB and Local YBS's.
- 2 to handling all the admin management, drafting, documentations, billings, and all the clerical works.
- 3 Program's management like their pre- and post-evaluation, implementation, and monitoring.
- 4 to conduct meetings with YSB's on regional level and to support all the YSB's equally in various programs.
- 5 the preparation of proposals for various programs in the region.
- 6 quarter and annual based report making.
- 7 beside these to support Regional program operation manager in various activities, to discuss and report daily base work with ROM.

#### **Al-jadid Manpower service Rawalpindi**

- Data entry operator-/accountant January- 2014 - April 2014  
Main Responsibilities:
- 1 the verification applicants documents.
- 2 documentation of various files.
- 3 sorting bank payment's receipts
- 4 entries of data in the system./cash entries in the system of daily wages.

#### **Biyar Local Support Organization (Booni)**

M&E and Social mobilizing Internee- May- 2013 - Oct 2013

Main Responsibilities:

- 1 to arrange and conducts meeting with VC's.
- 2 to mobilize & facilitate the communities to participate in planning, monitoring, and implementation and evaluation of community development initiatives.
- 3 building the capacity of families and communities to collectively engage local leaders on identified issues.
- 4 developing action plans with a time line.
- 5 to monitor the project area daily basis and to report the program manager.
- 6 *closely work in various projects like Enhancing Employability and Leadership for Youth Project and Chitral Integrated Area Development Program.*

National Rural Support Program Network Islamabad

Enumerator & Data Entry operator Internee- June- 2012 – July 2012

- 1 Closely work in M&E research department.
- 2 I worked in a hygiene related project as an enumerator in District Swabi.
- 3 after enumeration to the entry of collected data's and compilation.

EDUCATION (From Most Recent)

- ✓ Institution: SBBU Dir Upper  
Degree: Bachelor of Education. (2018-2019)  
Major Subjects: (Educational Psychology, Curriculum & instruction, School organization & Class Room Management, Islamic Ethics, English, Urdu, Foundation of education, Evaluation techniques, Workshop )
- ✓ Institution: AIOU Islamabad  
Diploma: Certificate of teaching. (Aut-2015)  
  
Major Subjects: (Dimension of education, teaching strategies, Workshop, English, Social Studies, Islamiyat, Educational psychology, Urdu)
- ✓ Institution: University of Agriculture Peshawar  
Degree Title: Master of Arts in Economics (2010-2012)  
Major Subjects: (Micro-Economics, Macro-Economics , Mathematical Economics, Development Economics, Micro Economics Analysis, Statistical economics, Resource and environmental economics, Econometrics, Monetary Economics, Macro Economics analysis, Public finance and fiscal policy, Economics analysis for project planning and monitoring )
- ✓ Institution: Govt Degree College Booni  
Degree Title: B.A Economics (2009-2010)  
Major Subjects: (Economics, Statistics, English, Islamiyat, Pak-study)
- ✓ Institution: Pamir School and Collage for B/Girls Booni  
Certificate: HSS Certificate (2007-2009)  
Major Subjects: (Math, Physics, Chemistry, Urdu, English, Islamiyat, Pak-study)
- ✓ Institution: Govt High School Booni  
Certificate: SS Certificate (2005-2006)  
Major Subjects: (Math, Physics, Chemistry, Biology, Urdu, English, Islamiyat, Pak-study)

**SKILLS (Fresh candidates can mention general skills Ms Word & Excel, etc)**

CERTIFICATES

Course Name	Name of Institute	Year
MS Office & Excel	Booni Computer Literacy Centre	(2009)
Training of Trainer	Sarhad Rural Support Program Network	(2013)
Finance & Budget Management	AKDN Upper Chitral Pakistan	(2015)

COMPUTER SKILLS

MS Office & Excel, Power Point, IN page

SOCIAL ACTIVITIES

- With Aga Khan Social Welfare Board Upper Chitral As  
An enumerator have been worked in a project of "Drug abuse & opium addicted"  
In Yarkhoon Valley. July to August 2015
- Work as an Enumerator & Data entry & data Analysis (BTS) with  
Aga Khan Social Welfare for Pakistan at Booni Upper Chitral. 2014-August 2014

PERSONAL STRENGTHS

Leadership, Confident, Hardworking, Flexibility, Friendly

PERSONAL PROFILE

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NIC #15202-  
6816720-9

Date of Birth#01-10-1989

Languages: English, Urdu, Chitrali,

REFRECENE

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