

# Mumtaz.

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## CAREER OBJECTIVE

- To perform well at work while constantly growing and learning.
- To enhance my skills and utilize all my acquired knowledge and experiences for the development of organization.

## PROFESSIONAL SYNOPSIS

- A committed & energetic self-starter with excellent communication, interpersonal, analytical & creative skills.
- Adept at working efficiently in both independent & teamwork environments.

## WORK EXPERIENCE 12-Years

- **COMPANY - Self-Employment Mobile shop SW-Lower.**
- **Post - Owner**
- **Period - 01-01-2011 to 25-11-2018**
  
- **COMPANY - Self-Employment Cash and Carrey Bahir Town Phase 7 Islamabad.**
- **Post - Owner**
- **Period - 10-04-2019 to 30-08-2020**
  
- **COMPANY - Mobilink Franchise**
- **Post - Distribution Officer**
- **Period - 10-01-2021 to 15-03-2021**
  
- **COMPANY - Call Center**
- **Post - Call Representative**
- **Period - 10-08-2021 to 10-01-2022**
- **Company - World Health Organization**
- **Period - Current working (from 02-10-2022) as a Data Assistant with WHO.**

## WORK SKILL

- Dealing with clients, **Supervision** of the business and **inspection** of equipment and **maintenance** and monthly **Risk assessment budget**.
- Promoting the reputation of the business in the community.
- Planning for the **growth** of the business and creating new ideas.
- Maintaining daily seal and purchasing in **QuickBooks** and **Tally ERP9**.
- Prepare necessary **paperwork** for the completion of work and get it **authorized** by the client after their inspection.
- Preparing daily and weekly **progress report**.
- Working with Mobilink **Franchise** as a distribution Officer. The key responsibilities to convene Customers for the Mobilink Distribution office and making new retailers for the Company to seal Mobilink **Electronics** equipment devices and motivate **customers** for **Mobilink Company**.
- During the **Call Center** work as a **call representative** with **American Medicare** our key responsibilities to call the American local community to convince for the Medicare insurance. When we convinced to the customer then we forward our call to the **local agent**.
- **Working with World Health Organization**.
- During **NID, SNID, Reach and Outreach, RUR FIPV-OPV** Campaigns.
- My daily activities **morning deployment** status to update on **Google sheet** and compile on the **Excel sheet** of the all day.
- New **format creation** for UC level working.
- **Zero Dose** Data compilation, clearance, analysis and **validation** after campaign.
- Taking **logistics update of all SIAs**, Training updates, Sweeps data compilation, Leftover Areas data compilation, cleaning. TS, AICs, Teams and Risk profiling analysis.
- Construction of **brick work, plaster work, finishing work**
- **PTP, STP** and **TTP** daily vaccination coverage **compilation, clearing** and **Scripts** making for the group sharing of both **SW-Lower and Upper**.
- **PTP, STP** and **TTP** daily **vaccination coverage** data uploading on **IDMIs** day wise.
- Note: All **World Health Organization DDM Cards for monthly salaries of SW-Lower and upper** filing.
- Good experience in video editing and photo editing for social media.
- Amazing knowledge about **YouTube SEO** and **Facebook Page**.
- Working on free time on my own **YouTube channel** and **Facebook pages** and other social media **platforms**.

## TECHNICAL QUALIFICATION

- MS Office **Word Good, Excel Best, Power Point Good**.
- **Camtasia** Good, **Photoshop**, Video and Photo Editing best. **YouTube** and **Facebook Page SEO**.
- Elementary knowledge on Internet. AI Tools specially ChatGPT,
- **QuickBooks, Peachtree** and **Tally ERP9** better.
- **Tableau** beginner.

## EDUCATION & TECHNICAL QUALIFICATION

QUALIFICATION	INSTITUTE/SCHOOL	UNIVERSITY/ BOARD	YEAR	DIVISION
Bachelor	Gomal University	DIK	2015	2nd
<i>D.I.T</i>	TTB	Peshawar	2016	A+
<i>MS word/Excel/PowerPoint</i>	SST School and Academy Arbab Road.	Peshawar	2022	A1
<i>Account Software QuickBooks/Tally ERP9 and Peachtree</i>	SST School and Academy Arbab Road.	Peshawar	2022	A1
<i>NEBOSH- IGC</i>	International	England	2022	1st
<i>OSHA</i>	International	America	2020	1st
<i>OSHA-ISO 45001</i>	International	America	2023	1st
<i>OSHA-First Aid</i>	International	America	2020	1st
<i>OSHA-Fire Safety</i>	International	America	2020	1st

## LANGUAGES KNOWN

Languages	Read	Write	Speak
<i>English</i>	✓	✓	✓
<i>Hindi</i>	✓	✓	✓

## STRENGTH

- Believe in team work.
- Quick Learner
- Commitment, dedication and boundless energy
- A person waiting to take up challenging assignments and meet the requirements in total and on time

## HOBBIES

- Travelling. Learning. Eating. Enjoyment. Motivation and Inspiration speeches.

## Awards

- Excel Learning Academy **Arbab Road Peshawar** awarded excellence **English conversation Certificate Score 91%**.
- Certificate of Appreciation in **Reach the Un-Reach (RUR) Round-1** Campaign July 2023 **SW-Lower**.
- **Health Department SW-Lower** Certificate of **Appreciation and Outstanding Performance** during campaign.

## PERSONAL DETAIL

<b>Name</b>	<b>Mumtaz</b>
<b>Father/Name</b>	<b>Habibi Khan</b>
<b>Date of Birth</b>	<b>01-Jan-1989</b>
<b>Gender</b>	<b>Male</b>
<b>Nationality</b>	<b>Pakistan</b>
<b>Permanent address</b>	<b>Tehsil Wana: UC: Wana City: Village C-Kach</b>

## DECLARATION

*I hereby declare that all above mentioned information is true to the best of my knowledge and belief.*

Date:

Place:

**(Mumtaz)**