



# SHER MUHAMMAD

**Date of birth:** 12/30/1999 | **Nationality:** Pakistani | **Phone number:**

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**Address:** Poti Nasran, Bostan, Karezat, 87000, Pishin, Pakistan (Home)

## ABOUT ME

- I want to secure position as a school administrative support to utilize skills with dedication to foster quality education required for a child's educational growth and for promoting holistic development while imparting quality education.
- I am looking for a handsome Job to devote myself in a dynamic challenge and cuticle endowment with all my skills in order to achieve apex of desired position and to provide my service in my manner I can

## WORK EXPERIENCE

04/01/2019 – 09/25/2022 Pishin, Pakistan

**VICE PRESIDENT MUKHLIS WELFARE TRUST**

### Main Activities and Responsibilities

1. Leadership and Strategic Planning
2. Policy Development and Implementation
3. Financial Oversight
4. Community Engagement
5. Reporting
6. Team Management

03/10/2021 – 10/10/2023 Quetta, Pakistan

**OFFICE ASSISTANT - SCHOLARSHIP PROGRAM** BALOCHISTAN UNIVERSITY OF INFORMATION TECHNOLOGY ENGINEERING & MANAGMENT SCIENCES QUETTA

### Main Activities and Responsibilities

1. Administrative Support
2. Application Processing
3. Database Management
4. Event Coordination
5. Recordkeeping and Documentation
6. Student Support

## EDUCATION AND TRAINING

09/13/2019 – 10/30/2023 Quetta, Pakistan

**BACHELOR OF SCIENCE IN EDUCATION** Balochistan University of Information Technology Engineering & Management Sciences Quetta

**Website** <http://www.buitms.edu.pk/> | **Field of study** Education | **Final grade** 3.28 |

**Thesis** THE IMPACT OF SCHOOL ADMINISTRATION ON THE ACADEMIC PERFORMANCE OF STUDENTS AT ELEMENTARY LEVEL IN QUETTA BALOCHISTAN

05/16/2017 – 04/17/2019 Quetta, Pakistan

**INTERMEDIATE IQRA RESIDENTAIL SCHOOL & COLLEGE**

1. Biology
2. Chemistry
3. Physics

**Field of study** Pre Medical | **Final grade** 1100/798

**Field of study** Science | **Final grade** 1100/683

● **LANGUAGE SKILLS**

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Mother tongue(s): **PASHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>URDU</b>	C2	C2	C2	C2	C2
<b>ENGLISH</b>	B2	B2	B2	B2	B2

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*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

● **DIGITAL SKILLS**

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Microsoft Office | Event Management | Team Leader & Team Work | Problem analysis & Problem Solving | strategic planing

● **ADDITIONAL INFORMATION**

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**HOBBIES AND INTERESTS**

**Volunteer Work** Mukhlis Welfare Trust  
Event Management Club Buitems  
Diversity Club Buitems

**Professional Development** Participating Seminar  
Work with Teachers

**Leadership Roles** Vice President  
Head of Students Management Team at University Faculty