

MUHAMMAD NAVEED IQBAL



HOUSE # 1530, STREET # 6, I-11/2, ISLAMABAD, PAKISTAN

Passport No: ME1334841 ▪ naveed.suit@gmail.com ▪ +92-332-5133573

Objectives

To become an active member of the organization, accept challenges, contribute to organizational goals & further improve my professional skills.

Experience

1: Office Assistant (August 2013 to Date)

National Defence University, Islamabad

A) ORIC

B) Admin/HR Section

Responsibilities:

- Employee's Record
- Confernces / Trainings / Foreign Visits
- Recruitment of Faculty / Officers Staff
- Leave Cases (All Types)
- List of Candidates / Tests / Interviews
- Call Letters / Offer Letters
- NOC's / Experience Certificates

C) Department of International Relations (IR)

Responsibilities:

- ✓ Admissions / Test Conduction (MSc, M.Phil, PhD)
- ✓ Students Advisory
- ✓ Coordination with
 - Faculty / Students
 - Concerned Departments (Exam, Registration, Finance and Misc.)
- ✓ Officials Tasks
 - Classes Arrangements / Student Daily Attendance
 - Recreational Trips / Visits of Students / Guest Lectures
 - Meetings / Seminars
 - Midterm/Final Exam Invigilation
 - Exam / Result

2: Computer Operator (November 2011 to Aug 2013)

Sarhad University of Science & IT, Peshawar (Islamabad Liaison Office)

Department of Mass Education

Responsibilities:

- ✓ **Fresh / Continture Admissions of**
 - ADE / C.T / B.Ed / M.Ed / MA Education
 - BLIS /MLIS (Library Sciences) / BP.Ed (Bachelor in Physical Education)
- ✓ **Preparation and Record of**
 - Scrutiny of Forms / Selection Lists
 - Student/Tutor Lists for Tutors and Students
- ✓ **Students Advisory**
 - Admission Information / Queries
- ✓ **Coordination with**
 - Students / Tutors / Accounts Section / Exam Branch
- ✓ **Dispatching of**
 - Books / Tutor Lists /Workshops List

Education

BSCS **AIOU Islamabad**
2011▪ Allama Iqbal Open University

B.S Computer Science	YEAR	MARKS OBTAINED	%AGE	DISTINCTION
Software Engineering	2011	2532 \3900	65%	First Division
Overall Aggregate in B.S Computer Science = 65%				

HSSC **FBISE Islamabad**
2005▪ F.G Degree College for MEN H-9, Islamabad

F.Sc	YEAR	MARKS OBTAINED	%AGE	DISTINCTION
PRE- ENGINEERING	2005	560 /1100	50.9%	Second Division

SSC **FBISE Islamabad**
2003▪ F.G Boys Higher Secondary School, I-10/1, Islamabad

MATRICULATION	INSTITUTE	YEAR	MARKS OBTAINED	%AGE	DISTINCTION
SSC	F.G Boys Higher Secondary School, I-10/1, Islamabad, Pakistan.	2003	534 /850	63%	First Division

Technical Skills

- ✓ MS Word----- Preparation of official letters and reports.
- ✓ MS Excel----- Keeping records of official work using excel worksheets and also preparing programs as mentioned above using specific formulas.
- ✓ MS Power Point----- Preparation of presentations for official purpose
- ✓ C Sharp basic
- ✓ Typing Speed **(60 WPM)**
- ✓ Windows Installation (Win 7, Win XP, Windows 98)
- ✓ Windows Troubleshooting
- ✓ Internet (E-mails)

Educational Participations

- ✓ **Education Expo 2013**-----Two days "The News Education Expo" at "Pak-China Friendship Center, Islamabad" - 2012.
- ✓ **National Intra-Varsity Athletics Championship (Peshawar)**-----4 Days at Intra-Varsity Athletics (Men's) Championship 2012 organized by Sarhad University of Science & Information Technology, Peshawar **(SUIT)**.

Personal Skills

- ❖ Interpersonal Skills / Verbal and written communication skill
- ❖ Logical Approach to problem solving
- ❖ Quick learner / Team player / Goal Oriented
- ❖ Strong ability to initiate and accomplish results

Languages

- Urdu----- Speaking, Reading, Writing
- English----- Speaking, Reading, Writing
- Pashto----- Speaking, Reading
- Punjabi----- Speaking, Reading
- Arabic----- Reading, Writing