

# MUHAMMAD SHOAIB IQBAL

Education: Graduation  
Experience: 15 Years  
Certified in: Computer, AutoCAD, CCNA, Photoshop, Corel Draw  
Contact No: +923345674915 ☎ +923090875975 📞  
Email: [malikshoaib86@gmail.com](mailto:malikshoaib86@gmail.com),  
Passport #: GV1332002  
Nationality: Pakistan  
Address: Apartment # G-16, Sardar Arcade G-11 Markaz Islamabad Pakistan  
Date of Birth: 12<sup>th</sup> October, 1986, Pakistani, Married



## Expertise & Strength

- Installation Software's
- Adobe Photoshop
- AutoCAD
- MS Office Advance in Spread Sheet (Excel)
- Data Verification in Excel and Database
- Find Duplications in Database and remove it
- Maintain Office Records in Soft or hard copies
- Networking

## NUR International University Lahore

### Admission / Accounts Officer



#### Responsibilities

- Accepting and filtering student applications
- Assessing applications according to our eligibility criteria
- Organizing and filing of recruitment documentation
- Providing consultations with prospective students
- Referring prospective students to specific program directors for additional information
- Processing student registration and payment
- Communicate with applicants about their application status, including acceptance/rejection
- Responding to information requests
- Participating in (or delivering) info sessions if needed
- Other duties as assigned
- Referring accepted students to scholarship and bursary information as applicable

**2024 - Continue**

## BILNOW

### Network Engineer

#### Responsibilities

- Maintaining and administering computer networks and related computing environments including systems software, applications software, hardware, and configurations.
- Performing recovery operations and data backups when required.
- Protecting data, software, and hardware by coordinating, planning, and implementing network security measures.
- Troubleshooting, diagnosing, and resolving hardware, software, and other network and system problems.
- Replacing faulty network hardware components when required.
- Maintaining, configuring, and monitoring virus protection software and email applications.



- Monitoring network performance to determine if adjustments need to be made.
- Conferring with network users about solving existing system problems.
- Operating master consoles to monitor the performance of networks and computer systems.
- Coordinating computer network access and use.
- Designing, configuring, and testing networking software, computer hardware, and operating system software.

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## World Health Organization (WHO)

### Social Mobilizer

#### Responsibilities

- Prepares, Completes, and Sorts Documents for Data Entry for COVID-19 Patients.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information of Afghan Citizen.
- Maintains a satisfactory level of quality and productivity per department standards



**World Health  
Organization  
2021 - 2022**

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## Superior Group of Colleges

#### Accounts Officer

- Making Staff Salaries and Disburse
- Making College, Hostel and Transport Fee Challan
- Follow up of Fee Defaulters
- Maintaining Students Fee Record
- Maintaining Expense Sheet
- Maintaining Database of Exam and Hostel
- Organize Students Tour
- Organize Students Party Arrangement



**2014 - 2020**

#### Computer Section In-Charge

- Supervising Data Entry and Computer Operators.
- Maintaining Students Record
- Daily Reporting regarding Computer Section to Principal
- Coordinate with all staff

#### Deputy Controller of Examination

- Making Exam Papers
- Making Exam Setting Plan
- Making Exam Results
- Making Exam Results Analysis (Class Wise, Teacher Wise, Department Wise)
- Organize PTM

#### IT Officer

- Installation of CCTV Cameras
  - Networking in Computer Lab
  - Installing IT equipment
  - Establish Computer Lab
  - Installation of all Types of Software in all offices
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## AGENCY FOR TECHNICAL COOPERATION & DEVELOPMENT/

### Data Base Supervisor / Data Entry Operator



**ACTED**  
**2010 - 2011**

#### Responsibilities

- Enter Data in Database as per Database Officer and Database Supervisor Instruction
- Data checking on daily bases
- CFW data entering and making payment sheets.
- Making AMEU format for Data entry as per requirement of AMEU
- Making Daily Reports
- Data Convert in to Excel for AMEU Department.
- Enter Data in Database
- Find the Duplications in database.
- Coordinate with all Departments
- Making Daily Reports
- Daily backup of Database
- Ensure Daily Correction in Database

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## NATIONAL RURAL SUPPORT PROGRAMME

### Office Assistant / Data Entry Officer



National Rural Support Programme  
**2008 - 2010**

#### Responsibilities

- Supervision of Data Entry Operators
- Make format for Field staff for collecting data
- Daily Check Database and remove error
- Weekly Make Payment for data Entry Operators as per their data Entry
- Ensure Data Correction
- Make Reports and send to Regional office
- Maintain office record
- Maintain office data in SOMIS
- Maintain petty cash register
- Make Daily Expenses Detail

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## NATIONAL INSTITUTIONAL FACILITATION TECHNOLOGIES (Pvt). Ltd

### Data Entry Operator



National Institutional Facilitation  
Technologies (Pvt) Ltd  
**2007 - 2008**

#### Responsibilities

- Data Enter in Telenor Database
- Maintain Data in Files and Software
- Ensure Data Correction

## TRAININGS

- ✓ I got training SOMIS from PPAF in Islamabad.
  - ✓ I got training EMIS from NRSP in Head Office Islamabad.
  - ✓ I got training as Field Worker from NRSP in Mianwali Regional Office NRSP.
  - ✓ I got training as Election Observer (General Election 2013) in Mianwali.
  - ✓ I got training AutoCAD.
  - ✓ I got training CCNA.
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## Skills & Personal Attributes

- Analytical Problem Solving
  - Quick learner with minimum Guidance
  - Proficient in English, Urdu and Punjabi
  - Possess cultural awareness and sensitivity
  - Ability to Work under pressure for long hours
  - Proven ability to work on multiple tasks
  - Able to work under minimum Supervision
  - Quick Decision Making Skills
  - Effective & efficient Use of Time
  - Good Team leader & Player
  - High level of accuracy
  - Good Leadership skills
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## Declaration:

I hereby declare that the above mentioned particulars & Information are true to the best of my knowledge.

**Muhammad Shoaib Iqbal**