

Muhammad Zahid Sharif

S/o

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Date of Birth: 28-03-1994

CNIC No. 61101-2362644-9

Current Address:

Street No. 09, Model Valley, Sector H-15, Jhangi Syedaan,
Islamabad.

Permanent Address:

Mohallah Elahabad Jand, Tehsil Jand, District Attock.

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OBJECTIVE:

On my behalf that I shall be available for work any time: to secure a challenging position in a reputable organization, and to expand my learnings, knowledge, and skills. I also want to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. Seeking an entry-level position to begin my career in a high-level professional environment.

EXPERIENCES:

1. Code Maze, Rawalpindi

02-10-2017 - 30-04-2021

Position:

Admin & IT Assistant

(Salary Package: 30K)

Administrative support to ensure efficient operations of admin and IT. Carries out administrative duties such as filing, typing, copying, binding, scanning etc. Completed operational requirements by scheduling and assigning administrative projects and expediting work results. Prepared data into spreadsheets, charts, graphs, and other documents as required. Maintained standard filing system for easy and quick document assess and retrieval. Worked on several IT tools to learn new technology in field of Admin, HR & IT operational requirements by scheduling and assigning administrative projects and expediting work results.

2. National IT Board, Islamabad

31-05-2021 - 04-06-2022

Position:

Support Staff IT(PPS-3)

(Salary Package: 42K)

Project Name: (Demand Driven Industry Quality Capacity Enhancement Program (DDIQCEP):

Prepared data spreadsheets, charts, graphs, and other documents as required. Carries out administrative duties such as filing, typing, copying, binding, scanning etc. Prepared data spreadsheets, charts, graphs and other documents as required. Provided administrative support to ensure efficient operations of admin and IT. Completed operational requirements by scheduling and assigning administrative projects and expediting work results and daily basis research based tasks. As a team member worked in the hiring process in the projects “Aiwan-e-Sadar(Phase-II)” & “PICEP”.

3. Ministry of Law & Justice, Islamabad

06-06-2022- (In Progress)...

Position:

Data Processing Assistant (PPS-5)

(Salary Package: 77K)

Project Name: (Automation of Courts/Tribunals-II):

Adding new cases, application, petition, processing of use of Automation of Courts Management System (CFMS). Implement web crawlers in python with scrap framework. Sponsor data accumulate and process through SQL programs; excel spreadsheet reports produce. Monitor concerns relating to LAN and Internet connectivity. Research on tools and

troubleshoot customer problems via multiple computer software. Administrative, HR and IT tasks are also performing on daily basis work to maintain file management system.

EDUCATION:

Course / Degree	School / University	Grade / Score	Year
SSC(Science)	F.G. Boys Model School, I-9/4, Islamabad	752/1050	2010
HSSC(Pre-Engineering)	Islamabad Model Postgraduate College, H-8, Islamabad	718/1100	2012
BSCS HONS.	Federal Urdu University of Arts, Science & Technology, Islamabad	2.82/4	2017

SKILLS:

1. Communication Skills
2. Computing Skills (MS Office)
3. Web Development (C#, C++, HTML, CSS, Java Script)
4. Networking Tools (Cisco Packet Tracer, GNS3)
5. Research Skills
6. Writing Skills

ACHIEVEMENT & AWARD:

- Scholarship: PM Laptop as Scholarship in the year 2015.

LANGUAGES:

1. **English:** Read, Write, Speak
2. **Urdu:** Read, Write, Speak
3. **Punjabi:** Read, Write, Speak
4. **Pashto:** Speak
5. **Hindko:** Speak
6. **Saraiki:** Speak

REFEERENCES:

- **Ammad Anwar Khan – SCO Rawalpindi**
- Deputy Director (Database Administrator)
- **Email:** ammad.anwar@nitb.gov.pk
- **Phone No.** 0333-6831002

- **Syed Imran Shah – National IT Board, Islamabad**
- Deputy Director (Admin)
- **Email:** imran.shah@nitb.gov.pk
- **Phone No.** 0332-3103606