

Mirza Hassan Mujtaba

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Address: House # 6 Street # 16 New Gulzar e Quaid Rawalpindi.

PROFILE

Seeking challenging position with a progressive company where broad management & IT skills and knowledge can be copiously utilized.

EXPERIENCE

Concepts College of Sciences

Administration (From Aug 17 to Till Now)

Responsibilities:

Examination Department	Accounts Department	Administration	Student's Affair
Scheduling	Accounts Payable	Office Supplies & Equipment	Student Welfare
Room Management	Accounts Receivable	Office Operations	Student Services
Material Management	Payroll	Record Keeping	Record Keeping
Student Registration	Taxation and Auditing	Document Preparation	Federal Board Registration
Invigilator Management		Visitor Management	Federal Board Admission
Other All	Other All	Other All	Co-Curricular Activities

The Bank of Punjab

Cash Officer The Bank Of Punjab (From July 16 to March 17)

Responsibilities:

- Ensured proper management of cash and banking operation by reconciling petty cash on a regular basis
- Reviewed cleared checks and stamped the documents once the checks are paid
- Performed the tasks of making confirmation of checks and payments
- Coordinated and managed deposits of checks and obtained signatures of the same
- Prepared and maintained filing of various documents
- Confirmed deposits and sent out remittances to suppliers

Foundation University Rawalpindi Campus

Data Entry Operator(Students Affair From: Dec2014 – Nov2015)

Responsibilities:

- ✓ Maintain all concern students data
- ✓ Organizing files and collecting data to be entered into the computer
- ✓ Analyzing the data for errors
- ✓ Reporting problems with the data
- ✓ Accurately entering information into various computer programs
- ✓ Keeping sensitive customer or company information confidential
- ✓ System installation, recovery, scanning etc.

Fauji Foundation College For Boys

Responsibilities:

- ✓ Manage all record of students in school management system
- ✓ Manage all record of students fee in hard folder and school management system
- ✓ Calculate fee
- ✓ Maintain daily and monthly fee summary
- ✓ To keep the records of different tasks, files and manage proofread reports is the also the responsibility of data entry operator.
- ✓ Basic accounts handling
- ✓ Organizing files and collecting data to be entered into the computer
- ✓ Analyzing the data for errors
- ✓ Reporting problems with the data
- ✓ Accurately entering information into various computer programs
- ✓ Keeping sensitive customer or company information confidential
- ✓ System installation, recovery, scanning etc.

IT SKILLS

Work	<i>Installation of Windows 10/8/7/XP and software Work in MS office Excel , Word , PowerPoint</i>
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EDUCATION

Degree	Institution / Board	Year
Master in Computer Science (MCS)	Mohi Ud Din Islamic	2016
Bachelor in Science (BSC)	Punjab University	2008
Intermediate in Computer Sciences (ICS)	FBISE – Islamabad	2005
Secondary School Certificate (SSC)	FBISE – Islamabad	2003

Certificate / Diploma	Institution / Board	Duration
Diploma in IT (Information Technology)	National Institute of Computer Science	1 Year
Diploma in Computer Hardware	Fauji Foundation Technical Training Center	6 Month
Cash Handling & its management	Learning & Development Center	2 Days

PERSONAL PROFILE

Father Name	Ghulam Mujtaba	Religion	Islam
Date of Birth	28 th July 1986	Domicile	Rawalpindi (Punjab)
Nationality	Pakistani	Marital Status	Single
CNIC #	37405-3661658-3		