

CURRICULAM VITAE

PERSONAL INFORMATION:

Name : Muhammad Salman
Father Name : Sher Azam
Date of Birth : 3-05-1989
Nationality : Pakistan
Religion : Islam
Domicile : Peshawar
Contact : Mobile No. 0333-9097558
Address : Village Regi, Tehsil and District Peshawar
Email : Salman.khalil60@gmail.com

OBJECTIVE:

To enhance my professional skills, capabilities and knowledge in an organization that recognizes the value of hard work and trusts me with responsibilities and challenge.

EXPERIENCE:

UTILITY STORE CORPORATION MINISTRY OF INDUSTRIES & PRODUCTION GOVERNMENT OF PAKISTAN

07 September' 2016 to 15th February' 2025 (8 years 5 Month)

1st Position As Administrative Assistant/Establishment Assistant/Computer Operator / Data Entry Operator at Utility Stores Corporation Zonal Office Peshawar

- Managed Correspondence with Region and Head Office
- Compile Data from Region related to administrative and HR matters.
- Deal with complaints, taking disciplinary action against employees.
- Handled Pakistan Citizen Portal Complaints
- Maintained files, documents and Bio Metric attendance records
- Enter data into the computer.

2nd Position As Procurement Assistant at Utility Stores Corporation Zonal office Peshawar

- Prepared/ generated Daily, Weekly data analysis online Stock Position reports of Region, stock receiving and stock issues.
- Maintained accurate record of Stock Shifting and Inventory level
- Compiled Damaged / Expired Stock report of Region.
- Processed demand / purchase order creation.
- Prepared daily sale report of food & non-food Items of the Region

SKILLS:

Executive Office Administration

Administrative Assistance

Support Services

Change Management

EDUCATION:

M.SC (Master in Library and Information Sciences) 1st Division 2011-2012

Management of Information System, Resource Sharing & Networking, Information Sources on Science & Technology, Advanced Technical Operation, Research Methodology, Classification, Serial Management, Information Technology & Libraries

University of Peshawar

B.SC (Zoology, Botany, Geography) 2nd Division 2009-2010

University of Peshawar

F.SC (Botany/Zoology, Chemistry, Physics) 1st Division 2006-2007

Agricultural University Public School & College (Boys) Peshawar

SCC (Physics, Math's, Biology, Chemistry) 1st Division 2004-2005

Islamia Collegiate School University of Peshawar

❖ ACHIEVEMENT AND AWARDS

Appreciation award as Establishment Assistant

Year 2023-2024

Appreciation Letter of Commendation as Establishment Assistant

Year 2022-2023

COMPUTER SKILLS

- MS Office Automation
- Networking
- Excel

LANGUAGE PROFICIENCY:

- Urdu – Fluent
- Pashto - Native
- English - Conversational



Utility Stores Corporation of Pakistan

Govt of Pakistan, Ministry of Industries, Production & Special Initiatives, Islamabad

ZONAL OFFICE: Plot No 39/B USC Building, 2nd Floor Phase - VI Hayatabad, Peshawar

Tele # 091-9217727 - 9217469

E-mail: gnpeshawar@utisail.com

Fax # 091-9217547



Ref No: ZOP/03 - Estb/ PF/2025/ 457

Dated: 05th Sept' 2025

TO WHOM IT MAY CONCERN

SUBJECT: EXPERIENCE CERTIFICATE

This is to certify that Muhammad Salman S/O Sher Azam, resident of Village Regi, Tehsil and District Peshawar, served as an Establishment/Admin Assistant at Utility Stores Corporation of Pakistan (Peshawar Zone).

His tenure included service at USC (Peshawar-North) Region from September 7, 2016, to May 16, 2017, and at the Zonal Office Peshawar from May 17, 2017, to February 15, 2025. During this period, he demonstrated expertise in establishment and HR-related matters and has also gained valuable experience in supply chain management at USC outlets. His performance was consistently excellent.

The Utility Stores Corporation has no objection to his employment in any government, semi-government, or private sector job.



(Mrs. Barg-i-Hina Syeda)
Zonal Manager, USC Peshawar Zone

Distribution: -

1. Muhammad Salman (Ex-Daily Wager), USC Zonal Office Peshawar

Copy to: -

1. Personal File
2. Master File
3. Office Copy



APPRECIATION CERTIFICATE

Mr. Muhammad Salman, Daily Wager, USC Peshawar Zone,

In recognition of your hard work, dedication & extreme efforts being Assistant, in Admin section, the undersigned really appreciated your efforts with the hope that you will continue this momentum in future as well. You are an asset of the Corporation.

Syed Mehtab Banoori
Zonal Manager, USC Peshawar

Date: 18th April'2024



Utility Stores Corporation of Pakistan

Govt of Pakistan, Ministry of Industries, Production & Special Initiatives, Islamabad

ZONAL OFFICE: Plot No 39/B USC Building, 2nd Floor Phase - V Hayatabad, Peshawar.

Tele # 091-9217727 - 9217469

Fax # 091-9217347

E-mail: zmpeshawar@hotmail.com



Dated: 6th September, 2023

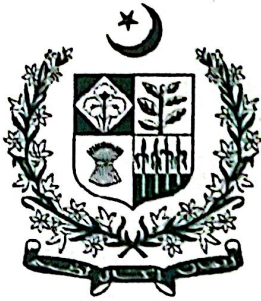
LETTER OF COMMENDATION

It is the matter of great pleasure to introduce Mr. Muhammad Salman (Daily Wages), who has been working as assistant in Establishment section at USC Zonal Office Peshawar since May'2017. He has shown his talent and competence in Establishment section. He is dutiful, dedicated, obedient, honest and trustworthy. His untiring efforts and impressive performance to the USC is highly acknowledge. We hope he will perform his duties with same zeal and zest in the best interest of USC in future also in recognition of his valuable service; he has been awarded this letter of commendation.

(SYED MEHTAB BANOORI)

Zonal Manager, USC Peshawar Zone

Mr. Muhammad Salman



CERTIFICATE OF TRAINING

Mr. Muhammad Salman, (DW) Data Entry Operator, USC Zonal Office
is awarded for successful completion of training at USC Zonal Office Peshawar
on 16th October'2021, regarding USC ERP/Supply Chain Process.

The training has conducted in following areas:-

1. Understanding Regarding ERP
2. Understanding Regarding Supply Chain
3. Understanding Regarding Odoo ERP
4. Understanding Minimum Maximum Inventory Level Setting
5. Understanding Regarding Your Role in Odoo
6. Process of Demand Creation Related Operations
7. Process of PO creation Related Operations
8. Stock Transfer to Stores Related Operations
9. Understanding Regarding Lead Time, Re-Order Point, Inventory Management

Trainer:
Muhammad Imran
Supply Chain Functional Lead

Waqid Ali Khan Swati
Sr. General Manager (IT)



CENTRAL LIBRARY UNIVERSITY OF PESHAWAR, PAKISTAN.

No: 1010/Lib

Date: 16-05-2012

TO WHOM IT MAY CONCERN.

This is to certify that Mr. Muhammad Salman S/o Sher Azam A student of Department of Library and Information Science University of Peshawar has completed his three month internship program from 07 Feb to 08 May 2012 At Central Library University of Peshawar. During his stay with us he worked in the reference section, oriental section, circulation section, periodical section, and technical & computerization section of the library.

He did his Internship with full deviation and professional enthusiasm and has learned about practical aspects of librarian ship to the great extent.

Shahed
Chief Librarian.
University of Peshawar.
Librarian
University of Peshawar.



University Of Peshawar

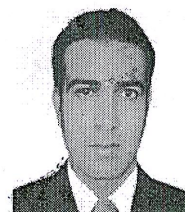
Pakistan

Detailed Marks Certificate

Master of Library & Information Sciences

Final
Annual Examination 2012

Department of Library & Information Sciences, University of Peshawar



Regular

Name: MUHAMMAD SALMAN

Gender: Male

Roll No: 5524

Father's Name: SHER AZAM

Registration No: 2008-BHAP-582

Division: 1st

Papers	Max Marks	Marks Obtained	
		In Figures	In Words
Information Tech & Libraries-VII	100	68	Sixty Eight
Advanced Technical Operation-VIII	100	70	Seventy
Resource Sharing & Networking-IX	100	56	Fifty Six
Research Methodology-X	100	88	Eighty Eight
Information Sources: Scie & Tech-XI	100	74	Seventy Four
Management of Information System(SC) -XII	100	77	Seventy Seven
Previous 2203:Annual-2011	600	389	Three Hundred and Eighty Nine
Final	1200	822	Eight Hundred and Twenty Two

Errors & omissions are subject to subsequent rectification

Chances Available: 1

The Examination was taken As a Whole

Examination held From 29-Aug-2012 to 12-Oct-2012

Result Declared on Tuesday, February 26, 2013

Issue Date: 28-Feb-2013

11:25 am

CONTROLLER OF EXAMINATIONS
UNIVERSITY OF PESHAWAR