



Noman Ahmed

OBJECTIVE

My Career Objectives are to work with Challenging Environment in a reputable Department to boost up my Experience and confidence, to put my qualification skills, Experience to enhance my working efficiency.

CONTACT

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Panoakil City, District Sukkur

EDUCATION

Matriculation

The City School Panoakil
End date: 2013

Intermediate

Mehran Model College Panoakil
End Date: 2015

B.A (Political Science)

SALU Khairpur
End Date: 2019

M.A (Economics)

SALU Khairpur
End Date: 2022

SKILLS

- Office Administration
- Record Keeping & File Management
- MS Office
- Public Dealing & Customer Service
- Scheduling & Time Management
- Problem Solving
- Working Under Pressure
- Written & Verbal Communication
- Confidentiality & Data Security
- Teamwork & Coordination

WORK EXPERIENCE

Junior Executive

[Start Date 20-8-2020]

At Nadra NRC Panoakil

Responsibility/Accomplishment:

- **Data Entry & Registration Processing:** Handle citizen data entry operations, maintain database accuracy, and manage biometric verifications in registration centers.
- **Public Interaction & Support:** Professionally manage public queries and complaints related to identity services.
- **Administrative Support:** Perform general office tasks such as preparing correspondence, scheduling, and documentation support. This includes handling applications, organizing files, and maintaining record-keeping.
- **Adherence to SOPs:** Work under well-defined procedures and quality standards to ensure accurate service delivery.

Assistant Examination

[Start Date 10-10-2023]

At Aror University Sukkur

Responsibility/Accomplishment:

- **Planning and scheduling:** Assists in developing examination schedules, including the planning of exam halls, dates, and deadlines
- **Exam logistics:** Organizes seating plans, creates invigilation rosters, arranges room setups, and ensures adequate stationery is available.
- **Compliance and regulations:** Ensures that all examination procedures comply with university policies and, for external exams, the requirements of awarding bodies.
- **Conduct and invigilation:** Helps manage the invigilation team and assists in the smooth opening and closing of examination rooms.
- **Material distribution:** Distributes examination materials, including question papers and answer sheets, to invigilators.
- **Script collection and processing:** Collects completed answer scripts, checks them against attendance sheets, and dispatches them to evaluators.
- **Result processing and release:** Verifies and enters assessment results, assists in result preparation, and handles result notifications.
- **Record-keeping:** Maintains confidential and secure records of examination results, answer books, and other student academic credentials.