

RESUME

PERSONAL INFORMATION: Ghulam Mujtaba

Flat No: 16, Block No: 4-A, Street No. 27, Sector I-8/1 Islamabad.

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Sex Male | Date of Birth 16/03/1995 | Nationality Pakistani | CNIC 43203-8219553-1



WORK EXPERIENCE:

(from 16-05-2024 – till date) ■ **SUPERINTENDENT (BPS-16) Contractual**

- National University of Pakistan (NUP) Islamabad, under project titled “Establishment of National University of Pakistan, Islamabad”

Assignment/Job Description: Managing day-to-day operations of the office, including scheduling meetings and appointments, organizing files, and handling correspondence, prepare reports, presentations, and other documents for the executives as required. Manage inventory of office supplies and equipment and order new supplies as needed and keeping a record of files movements.

(from 04-01-2022 – 15-05-2024) ■ **OFFICE ASSISTANT (PPS-05)**

- Higher Education Commission (HEC) Islamabad, under PSDP funded project titled “Establishment of Seerat Chairs in Public Sector Universities.”

Assignment/Job Description: To assist in organize the meetings, Monitoring Pro-forma quarter wise reports, prepare the demand & allocation of the funds for the project, Prepare Note & Correspondence on E-Office, RFP/Tender Documents, agreements and draft the minutes of meeting, processing payment cases, working papers, presentations, letters, and project reports. Assist in Organizing Conferences. Ceremonies, and Programmes.

(from 15-01-2016 – to 03-01-2022) ■ **DIARY DISPATCHER (PPS-03)**

- Higher Education Commission (HEC) Islamabad, under PSDP funded project titled “Indigenous Ph.D. Fellowship Program Phase-II.”

▪ **Assignment/Job Description:** To keep records of FRs, Letters, Progress, Expenditure Reports and Files of the project on file management system software. Dispatch all letters to universities and HEC PhD Scholars for correspondence, maintenance of diary registers and operating photocopier.

QUALIFICATION:

- 2018 ■ **Bachelor of Business Administration (Hons) (HRM)**
National University of Modern Languages (NUML) Islamabad.
- 2012 ■ **Intermediate (Pre-Engineering)**
Board of Intermediate & Secondary Education Larkana.
- 2010 ■ **Matriculation (Science)**
Board of Intermediate & Secondary Education Larkana.

CERTIFICATIONS:

- Certification in Information Technology (CIT) from COSST Larkana in 2013.
- Special Certificate Course in English Language from NUML University Islamabad in 2014

COMPUTER SKILLS:

- Strong command on File Management System Software
- Strong command on e-office
- Strong command on office suite (Office, Excel PowerPoint)
- Strong command on Urdu INPAGE
- Strong command on Typing, English, Urdu, Sindhi Languages

GOVERNMENT TRAININGS:

- Training on orientation, Overview of PSDP, PPRA Rules, PMES, Rules of Business & Secretariat Instruction, organized by National Academy of Higher Education (NAHE) October 2022
- Training on Capacity Building Program organized by Higher Education Commission (2018).
- Training on orientation, Rules of Business & Secretariat Instruction, organized by HEC (2017).