

MUHAMMAD SHOAIB IQBAL

Education: Graduation
Experience: 15 Years
Certified in: MS Office, AutoCAD, CCNA, Photoshop, Corel Draw
Contact No: +923345674915 
Email: malikshoaib86@gmail.com
Passport #: GV1332002
Nationality: Pakistan
Date of Birth: 12th October, 1986, Pakistani, Married



Expertise & Strength

- Installation Software's
- Adobe Photoshop
- AutoCAD
- MS Office Advance in Spread Sheet (Excel)
- Data Verification in Excel and Database
- Accepting and filtering student applications
- Find Duplications in Database and remove it
- Maintain Office Records in Soft or hard copies
- Networking, Troubleshooting, diagnosing, and resolving

NUR International University Lahore

Admission Officer / Office Administrator

Responsibilities

- Assessing applications according to our eligibility criteria
- Organizing and filing of recruitment documentation
- Providing consultations with prospective students
- Referring prospective students to specific program directors for additional information
- Processing student registration and payment
- Communicate with applicants about their application status, including acceptance/rejection
- Responding to information requests
- Participating in (or delivering) info sessions if needed
- Other duties as assigned
- Referring accepted students to scholarship and bursary information as applicable



2024 - Continue

BIL NOW

Network Administrator

Responsibilities

- Maintaining and administering computer networks and related computing environments including systems software, applications software, hardware, and configurations.
- Performing recovery operations and data backups when required.
- Protecting data, software, and hardware by coordinating, planning, and implementing network security measures.
- Troubleshooting, diagnosing, and resolving hardware, software, and other network and system problems.
- Replacing faulty network hardware components when required.
- Maintaining, configuring, and monitoring virus protection software and email applications.
- Monitoring network performance to determine if adjustments need to be made.
- Coordinating computer network access and use.



- Designing, configuring, and testing networking software, computer hardware, and operating system software.

World Health Organization (WHO)

Data Entry Supervisor

Responsibilities

- Prepares, Complies, and Sorts Documents for Data Entry for COVID-19 Patients.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information of Afghan Citizen.
- Maintains a satisfactory level of quality and productivity per department standards



World Health
Organization
2021 - 2022

Superior Group of Colleges

Accounts Officer

- Preparing Staff Salaries and Disburse
- Preparing College, Hostel and Transport Fee Challan
- Follow up of Fee Defaulters
- Maintain Students Fee Record
- Maintain Expense Sheet
- Maintain Database of Exam and Hostel
- Organize Students Tour
- Organize Students Party Arrangement



2014 - 2020

Computer Section In-Charge

- Supervising Data Entry & Computer Operators.
- Maintain Students Record
- Daily Report regarding Computer Section to Principal
- Coordinate with all staff

Deputy Controller of Examination

- Preparing Exam Papers
- Preparing Exam Setting Plan
- Preparing Exam Results
- Preparing Exam Results Analysis **(Class Wise, Teacher Wise, Department Wise)**
- Organize PTM

IT Officer

- Installation of CCTV Cameras
- Networking in Computer Lab
- Establish Computer Lab
- Installation of all Types of Software in all offices
- Monitoring network performance to determine if adjustments need to be made.

AGENCY FOR TECHNICAL COOPERATION & DEVELOPMENT

Database Supervisor

Responsibilities

- Supervise Data Entry Operators
- Enter Data in Database as per Database Officer Instruction
- Data checking on daily bases
- CFW data entering and making payment sheets.
- Making AMEU format for Data entry as per requirement of AMEU
- Making Daily Reports
- Data Convert in to Excel for AMEU Department.
- Find the Duplications in database.
- Coordinate with all Departments
- Making Daily Reports
- Daily backup of Database
- Ensure Daily Correction in Database



ACTED

2010 - 2011

NATIONAL RURAL SUPPORT PROGRAMME

MIS Unit In-charge

Responsibilities

- Supervision of Data Entry Operators
- Make format for Field staff for collecting data
- Daily Check Database and remove error
- Weekly Payment for data Entry Operators as per their data Entry
- Ensure Data Correction
- Make Reports and send to Regional office
- Maintain office data in SOMIS
- Maintain petty cash register
- Make Daily Expenses Detail

NRSP

National Rural Support Programme

2008 - 2010

NATIONAL INSTITUTIONAL FACILITATION TECHNOLOGIES (Pvt). Ltd

Data Entry Operator

Responsibilities

- Data Enter in Telenor Database Maintain Data in Files and Software
- Ensure Data Correction



2007 - 2008

TRAININGS

- ✓ SOMIS Training from PPAF in Islamabad.
- ✓ Field Worker Training from NRSP in Mianwali Regional Office NRSP.
- ✓ Election Observer Training (General Election 2013) in Mianwali.
- ✓ AutoCAD Training.
- ✓ CCNA Training from Corvit Institute Islamabad.
- ✓ PWWF Training from Head Office PWWf Lahore

Skills & Personal Attributes

- Analytical Problem Solving
- Quick learner with minimum Guidance
- Proficient in English, Urdu and Punjabi
- Possess cultural awareness and sensitivity
- Ability to Work under pressure for long hours
- Proven ability to work on multiple tasks
- Able to work under minimum Supervision
- Quick Decision Making Skills
- Effective & efficient Use of Time
- Good Team leader & Player
- High level of accuracy
- Good Leadership skills

Declaration:

I hereby declare that the above-mentioned particulars & Information are true to the best of my knowledge.

Muhammad Shoaib Iqbal