

# ***CURRICULUM VITA***

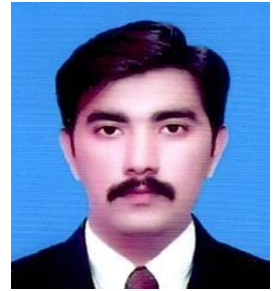
## **MUHAMMAD ADEEL SAJJAD**

 Address : Khan Suleman Street Near Police Station  
Nei Abadi Morgah Rawalpindi

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### ***PERSONAL DETAILS***

➤ Father's Name : Abdul Jalil (Late)

➤ Date of Birth : 08 June 1991

➤ Nationality : Pakistani 

➤ Religion : Islam

➤ Domicile : Rawalpindi (Punjab)

➤ CNIC : 37405-0455899-5

➤ Marital status : Married

### ***SUMMARY***

To work in a reputable organization that acknowledge performance, provide working environment, opportunities for professional long-term, career growth and encourage staff to improve skills and knowledge that helps to meet work demand and expectations also enhance professional career.

### **QUALIFICATION**

- Session 2010 to 2011: **S.S.C Science Group (2<sup>nd</sup> Division)**  
Federal Board of Inter & Sec Edu Islamabad  
**(Marks 1050/575)**
- Session 2013 to 2015: **H.S.S.C Arts (General Group) (1<sup>st</sup> Division)**  
Allama Iqbal Open University **(Marks 1500/895)**
- Session 2016 to 2018: **Bachelor of Arts (General Group) 2<sup>nd</sup> Division**  
Allama Iqbal Open University **(Marks 1100/630)**

### **SOFTWARE SKILLS**

- Operating System : Windows XP, Windows 8, Windows 10, Windows 11.
- Packages : MS-Office & Inpage

## **COMPUTER LITERACY**

- Experience in the use of MS Office Tools, MS Word, Excel and Power point.
- Skilled in internet applications.
- Used Scanners, photocopier, fax machines, telephone, computer and printers.
- Ability to work under pressure with consistent excellent results.

## ***EXPERIENCE***

### **National University of Technology (NUTECH) Islamabad**

Employer National University of Technology (NUTECH) Islamabad  
Site Location IJP Road I-12 Islamabad, Pakistan  
Designation **Assistant**  
Office /Department **NUTECH School of Information & Technology  
(CS, AI, SE, CY & IT Departments)**  
Durations **November 2018 to (Currently Working)**



#### ***Project Salient***

- Work under direct supervision of HoD Computer Science as his assistant.
- Schedule appointments and receive students or visitors.
- Answer and transfer telephone calls or take messages.
- Copy, file, prepare, process and update paper and electronic documents.
- Sort and deliver incoming mail and send outgoing mail.
- Maintenance of student dossiers, attendance record.
- Manage and supervise staff.
- Preparation of minute sheet and drafting letter.
- Provide support and feedback to faculty members.
- Maintain and manage the office inventory.
- Coming on front desk at the time of registration and taking various responsibilities (collection the registration forms, prepare files and check installment cases)

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### **Sir Syed CASE Institute of Technology, Islamabad**

Employer Sir Syed CASE Institute of Technology (SSCIT)  
Site Location Street No. 33, Block A, Multi Garden, Sector B-17, Isd  
Designation **Assistant Coordinator**  
Department **Registration Branch Department**  
Durations **01 October 2012 to 31 October 2018 (06 Years)**



#### ***Project Salient***

- Work under direct supervision of Manager Registration Branch as his assistant coordinator.
- Preparation of file and data management over computers.
- Provide support and feedback to faculty members.
- Effectively interacted with faculty, staff, and students on a daily basis.
- Typing work of routine correspondence.

- Coordinate with Assistant and Store manager to administer all store activities and greet all customer pleasantly and respond to all customer queries efficiently.
- Making sure that all other jobs of the store that fall under him/her are executed by the same.
- Scrutinizing files of BSc. BSCS and BBA and correction their addresses % age and discipline in Database.
- Coming on front desk at the time of registration and taking various responsibilities (collection the registration forms, prepare files and check installment cases)
- Getting out pictures from the personal files of the students and pasting on database and providing those pictures to IT department.
- Providing the copies of documents for Exam Branch. Accountant Branch and HEC Focal person when they required.
- Helping front line Managers when they feel problem in attendance sheets.
- Getting copies of all PhD students Performa and providing to the AS&R department for their record.
- I am writing the mega letters those students of PG & UG.

### ***LANGUAGE***

- English
- Urdu
- Punjabi

### ***REFERENCE***

- Will be furnished on demand