



MOHYUD DIN

CONTACT

+923155100228
92335-8078940
marwatyaseen@gmail.com

Model Town Hummak,
Islamabad

SKILLS

- HMIS
- LMS
- Strong Computer skills
- Microsoft office Internet Browsing
- Microsoft windows (98-2000 XP)
- Communication skills
- Public leadership
- Inventory Management
- Data Record & Documentation
- Time management
- Leadership

LANGUAGES

- English (Basic)
- Urdu (Fluent)
- Punjabi (Fluent)
- Pashto (Fluent)

HOBBIES

- Book Reading
- Valley Ball
- Conselling



PROFILE

I am a skilled professional with expertise in computer application and technology, including Microsoft office suite, HTML, and various windows platform. Strong in time management, I can prioritize task and meet deadlines efficiently. My leadership and communication abilities help build strong relationships and lead successful teams, with a focus on public relations and delivering results.



WORK EXPERIENCE

Sarhad University Campus blue area Islamabad

Admission Officer

2026- present

Handle inquiries from prospective students (phone, email, walk-ins).
Guide students through the admission process and eligibility criteria.
Review and verify application forms and required documents.
Provide detailed information about programs, eligibility criteria, fees, scholarships, and campus facilities.
Maintain and update accurate student data in the admission management system.
Prepare daily, weekly, and monthly admission reports for management

Prime Institute of Health Science, Islamabad

2023 - 2025

Exam Assistance

Manage all student academic records, including results and transcripts.
Handle the collection and dispatch of completed exam scripts and materials.
Manage the timely issuance of transcripts and other official documents.
Communicate with students, parents, staff, and external examination boards about entries, timetables, and results.

Mohi-ud-din Islamic Institute of Pharmaceutical Sciences Mirpur (AJK)

2018-2022

Administration Clerk

Record Keeping - Maintain and update files, databases, and documents. Office Support - Handle phone calls, emails, scheduling, and general office tasks. Data Processing - Enter, verify, and manage data for reports or daily operations.



**Mohi-ud-din Islamic Institute of
Pharmaceutical Sciences Mirpur (AJK)
jr .Clerk**

2015- 2018

Data Entry & Filing – Maintain records, enter data, and organize files.
OfficHandle mail, photocopying, and basic correspondence.
Customer/Staff Assistance – Answer queries and provide routine
clerical help.

**Mohi-ud-din Islamic Institute of
Pharmaceutical Sciences Mirpur (AJK)
Lab AAttendant**

2012-2015

Ensuring proper chemical handling and protocol adherence. Analyze
and prepare pharmaceutical samples to meet quality and regulatory
standards. Maintain lab equipment and manage inventory to ensure
smooth lab operations.

EDUCATION

MLT Diploma Prime Institute of health Sciences islamabad	2023
Bachelor of Arts Universityof Lakki Marwat	2021
DIT Diploma TEVTA (Punjab) MirpurAJ&K	2022
Computer Course MCCCenter Lakki Marwat	2009