

CIRRICULAM VITAE

ASIF MEHMOOD

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**OBJECTIVE:**

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To obtain a challenging Position in a reputed organization, offering opportunity for personal growth and career development and become a part of a highly motivated and dynamic team of professionals with a result oriented and forward looking approach.

My work is based on the medium of Graphic designing and as a Computer Operator. Besides that, my artistic creativity is based on audacious and profound strokes. I usually capture transformed compositions while skillfully reflecting nature and societal association in an effectual approach. I am proficient in using Microsoft office, Inpage, Coreldraw, Adobe Photoshop, and other Designing Software for corporate identity and theme designing, sketching, taglines and captions designing including logo, stationary, menu card, comments card, ads, posters, three dimensional posters and presentations to create public relation and interaction with media.

PERSONAL: -

Father Name	Khalid Mehmood
ID card Number	61101-1947491-1
Religion	(Islam) Muslim
Nationality	Pakistani
Date of Birth	17-09-1982
Fluent Languages Skills	Urdu, Punjabi, Seraiki, English

ACADEMICS: -

Matriculation (science) Year-2000	F.G. Boys Model School, G-6/4, Islamabad (FBISE)
Intermediate Year 2003	Government College H-9, Islamabad (FBISE)

COMPUTER Courses: -

Certificate of Basic Computer diploma = 6 Month

WORKING EXPERIENCE:-

❖ Working in **NUML, Islamabad** as a “**UDC**” from Feb 13, 2017 to till date.

I am handling the 1800 approximately students of BBA Hons Program both in morning and afternoon.

1. Distribution of Challan form for all the students BBA Hons.
 2. Unpaid fee data receive from Finance deptt and work on it after identify the students and report for fee submission.
 3. Sort-out the unpaid students and inform accordingly
 4. Arrange/ mange Mid-term exam
 5. To help final exam.
 6. All BBA courses answers sheets are received and issued to teachers and then submitted to exam branch with packing bundles.
 7. Forms issued to repeaters.
 8. Issuances University cards to new students and to make their cards.
 9. Issue leave form to students and maintain the students leave record.
 10. Issuance Registration card to students & sign it by Head and sent to exam branch.
 11. 3 Days before the final exam roll no slips of all BBA 4 Years students' printout.
 12. To facilitate faculty for their photocopies.
 13. Daily correspondence with other branches.
 14. Maintain the leave record of faculty & staff.
 15. Make the internship letter for students and also make the organization liaison letter for students to visit the organization for project
 16. Received the monthly demand from store section and utilize and manage.
 17. Provide all types of forms to the students.
 18. Conduct admission test and interview.
 19. Provide the student window service during office hours.
 20. Daily mail received and sent to Dean & Head of department.
 21. I have arranged faculty selection list and make the criteria for forward to Admin Branch.
 22. Provide Bus. Plan format to CRs / GRs for further process.
 23. Brief to All students via CRs / GRs about Business Plan process
 24. Business Plan Project received and make the result for forward to exam branch.
 25. Arrange All ongoing pass / promoted students nominal roll for forward to Acad branch.
 26. Arrange new comers nominal roll and forward to Acad branch.
 27. After receiving official result point out not promoted / relegated / ceased students and inform to them for current situation.
 28. Arrange Faculty seminars by Admin Branch and support to end of Event.
 29. To help / assist program coordinator as per demand.
 30. After declare provisional result note papers issues and resolve it and inform to coordinator via e-mail for final process.
 31. All BBA notifications maintain and intimated program coordinator also.
 32. To service Pass out students for Recommendation letters / hope certificates / reference letters / Bonafide letters etc.
 33. To arrange all data of current semester as per demanding of other branch like Registrar / Student Affairs / IT branch etc in every semester.
 34. After new Admission Entry test / Interviews marks entry and forward to Acad Branch for final process.
- ❖ 3 Year Experience in **Daily Nai Baat, Islamabad** as a “**Graphic Designer**” from Dec 07, 2020 to Dec 2023
- ❖ 1 Year Experience in **Daily Dunya, Islamabad** as a “**Graphic Designer**” from 2018 to 2019
- ❖ 10 Months Work in **Daily Mussalman, Islamabad** as a “**Page Maker + Lead Maker**” since February 2017 to November 2017.
- ❖ 6 Years' Experience **Channel 7 (Pvt) Ltd, Islamabad** as a “**Graphic Designer**” from June 22nd, 2011 to February 2017.
- ❖ 1 year Experience in **MCL (Pvt) Ltd,Isb** As a “**Graphic Designer**” from 2010 to 2011

- ❖ 1 year Experience in **MPL (Pvt) Ltd**, Isb As a “**Graphic Designer**” from 2009 to 2010
- ❖ 2 years & 6 Month Experience in **Daily Express**, Islamabad as a “**Classified Executive**” from 2007 to 2009
- ❖ 1-year Experience in Daily **Ausaf**, Islamabad as a “**Lead Maker**” from 2008 to 2009
- ❖ 4 Years’ Experience in **AIOU**, Islamabad As a “**LDC**” from 2006 to 2010
- ❖ 1 Year & 6 Month Experience in Daily **Azkaar**, Islamabad as a “**Shift Incharge**” (Computer Section) from 2005 to 2006
- ❖ 3 Years’ Experience in Daily **Islam**, Islamabad As a “**Computer Operator**” from 2004 to 2006
- ❖ 1 Year Experience in Daily **Kianaat**, Islamabad As a “**Computer Operator**” from 2003 to 2004

COMPUTER SKILL: -

MS Office

MS Word, MS Excel (Expert)

MS Power Point (Expert)

GRAPHICS & COMPOSING: -

Inpage (Expert)

Coreldraw (Expert)

Adobe Photoshop (Expert)

Adobe Illustrator (Expert)

INTERNET: -

E Mail, Attachment, Visualizing
Searching, Downloading

Work on Outlook Express

Browsing

REFERENCES:-

Will be furnished on demand.