❖ C.V

Muhammad Akmal S/o Muhammad Nazir
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Rawalpindi.
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1. CAREER OBJECTIVE:

To pursue my Professional career in a dynamic environment where I can broaden my horizon by complementing my theoretical knowledge with practical experience to be a part of an organization, where talent a hard work are high valued and to be a useful team player in any organization to fulfil its objective as well as improve my personal efficiency.

2. PERSONAL DATA:

Father's Name	:	Muhammad Nazir
Date of Birth	:	03-10-1986
CNIC No	:	37405-1099882-7
Marital Status	:	Married
Domicile	:	Punjab (Rawalpindi)
Religion	:	Islam
Nationality	:	Pakistani

3. EDUCATIONAL QUALIFICATION:

- 2002 Matric From B.I.S.E (RWP)
- 2009 Intermediate From B.I.S.E (RWP)
- 2016 Bachelor From University of the Punjab

4. OTHER QUALIFICATION:

- English Short Hand Course for 02 Years
- Short Hand Speed in English 100/Wpm
- Typing Speed in English 50/Wpm
- Urdu Typing 30/Wpm
- 03 Month Basic Computer Course from Rawal Academy: MS: Word, MS: Excel, MS: PowerPoint, Internet Browsing, Searching, Online Working.
- Three Months Spoken English Course, Speak Academy in 2017.
- One day Training in Khyber Pakhtunkhwa Judicial Academy, Peshawar on Ethics and Etiquette in 2017 under Ministry of Law and Justice, Islamabad.
- Two days Training in Federal Judicial Academy, Islamabad on Office Procedures & I.T Skills in 2020 under Ministry of Law and Justice, Islamabad.
- Four Weeks (Part-Time) Training Course in Secretariat Training Institute (STI) on "Office Procedures, English Typing and Computer Applications (MS Office)" under Customized Training Programe from 27th June, 2022 to 29th July, 2022 arranged by NAPHDA, Islamabad
- One Weeks (Part-Time) Training Course on Duties and responsibilities PS/APS and Stenotypist in Secretariat Training Institute (STI) arranged by NAPHDA, Islamabad from 16th December, 2024 to 20th December, 2024.

5. EXPERIENCE:

- **11 Months** Experience in Construction Company Zedem International Pvt Ltd, Islamabad as a **Steno *typist and Computer Operator.***
- Work for General Entry
- Audit Entry
- Customized Software Working.
- **08 Months** Work in OGS Manpower & Training as ***Computer Operator*.**
- **05 Year** on Contract Basis Working Experience in Ministry of Law and Justice, Islamabad as **PA, *Steno typist (BPS-14), Computer Operator, Office Assistant*** *from 16-06-2015 to 30-06-2020 job in (Administration Section) H.R duties and responsibilities are as under:-*
  - Resolve employees related issues, transfer posting, office orders, salary issues, leave record, issue duty roaster for employees. Vehicles for movement for officer to one place to other place for official business. Complete the process of recruitment in Development Wing of Ministry of Law and justice, Islamabad.
  - Doing all Office Assistant work during the absence of the Head Clerk and Section Assistant.
  - Taking dictation, rendering transcripts and doing other typing work.
  - Diary despatch noting drafting and other routine office work.
  - To receive and conduct visitors and to maintain officer's engagement diary, to keep reference books up to date.

- **04 Years** on Contract Basis Working as **Steno typist / PA (BPS-14)** in Naya Pakistan Housing & Development Authority (NAPHDA), Islamabad from Project Branch typing work file movement data enter into the computer system and assistant work during the leave of **Section Assistant** from 21-09-2021 to 20th September, 2025.
- Perform duty as **Personal Assistant (PA)** to Brig Executive Director Project head of Project Branch, Meeting arrangements with other Department, travelling arrangement one office to another office, Telephone Directory upto date with follow up concern Ministry/Department officer with case reference, coordination with stakeholders for timely meet with Brigadier Executive Director Project, helping and completion pending work, excellent problem solving techniques for management of office work, taking dictation, rendering transcripts and dong typing letter with relevant format letter structure, telephonically conversation with both officers call noted to Personal Staff Officer or Section officer to Chairman, Managing Director these duties done in NAPHDA, Islamabad.

6. LANGUAGE:

- Urdu
- English
- Punjabi

7. PERSONAL INTERESTS:

- Hardworking
- Sports
- Do Something Different