

MOIN AKHTAR

Address: Street Rehmat Wali, House No: 1/133 Tulamba,

Tehsil Mian Channu Distt. Khanewal

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Cell No. 0301-7829706

OBJECTIVE

To utilize my educational background, management skill commitments and creativity in a dynamic organization which offers me a challenging position, growth opportunity and excellent working conditions and maintaining ethical conditions for the advancement of both the organization and my career.

PERSONAL INFORMATION

Father's Name	Akhtar Ali
Date of Birth	09-08-1989
CNIC No.	36104-2623325-5
Gender	Male
Marital Status	Married
Religion	Islam
Nationality	Pakistani
Domicile	Khanewal (Punjab)
Languages	Urdu, English, Punjabi

ACADEMIC QUALIFICATION

Degree	Year	Marks	Board/University
M.Phil (Business Economics)	2017	3.07/4.00	BZU Multan
M.Sc (Economics)	2014	631/1200	BZU Multan
B.Ed	2015	623/1250	GCU Faisalabad
B.Sc	2010	371/800	BZU Multan
F.Sc	2008	558/1100	B.I.S.E Multan
Metric	2006	649/1050	B.I.S.E Multan

Experience

Aspire College Mian Channu (October 2020 to till date)

Position Held: Exam Coordinator, Lecturer (Economics)

Job Profile:

- Use MS Office daily ,include Compose papers ,Results
- Assisting the Exam Invigilator with examination related tasks and duties as and when appropriate
- General Admin duties such as dealing with post and clerical work
- Responsible for the storage, collection and dispatching of examination paper in a timely manner
- Performs administrative tasks associated with department activities (i.e. – maintains student files, counseling notes, and contact logs which document student advisement sessions; conducts research; provides data on students and program components
- Office accommodation and record storage, secure space for handling, reviewing and storing records, and dealing with the public;
- Issue Certificate of students , teacher Attendance Register maintain and check, Teacher Assign Duties for examination, College Time table ,transport, Student result entry.
- Strong organizational and time management skills
- Strong organization, coordination, and problem-solving skills.
- Ability to multitask and work independently.
- Maintained accurate records of supplies, equipment, and materials
- Teaching

Punjab College Jahanian (October 2018 to September 2020)

Position Held: Controller Examination, Lecturer Economics

Job Profile:

- Use MS Office daily ,include Compose papers ,Results
- Assisting the Exam Invigilator with examination related tasks and duties as and when appropriate
- General Admin duties such as dealing with post and clerical work
- Responsible for the storage, collection and dispatching of examination paper in a timely manner
- Teaching

OFFICE SKILL

- MS Office
- MS Excel, MS Word, Power Point Email, and the Internet.

EXTRA ABILITIES

- Excellent Communication Skills
- Confident, Hardworking, Dedicated
- Always accept challenging environment
- Good Learning skills
- Energetic even in difficult situation