



Muhammad Imran

Office Assistant



Professional and personable administrative professional looking for an office assistant position

Professional Summary

To succeed in a competitive and productive environment of an office to meet the day-to-day challenges, tasks, and requirements with the application of knowledge and skills of Admin Assistance, Office Manager, file record maintenance, and prompt response to correspondence. Can work in various productive skills of computer work e.g. Microsoft Word/Excel/PowerPoint, HR management system, ERP system, complete web design and development, HTML/CSS, PHP, LARAVEL framework, JAVASCRIPT, BOOTSTRAP, WordPress, Shopify. Having skills in computer hardware maintenance and software handling and equally efficient in English and Urdu Inpage output skills.

Can equally perform under pressure and work stress to meet the challenges of the job.

Education

- 04/2020** Virtual University Rawalpindi Campus
Rawalpindi, Pakistan
BS In Computer Science
Computer Science
- 08/2011 - 11/2013** Allama Iqbal Open University
Islamabad
Higher Secondary School Certificate
Group - General
- 07/2017 - 11/2017** Masia Institute Muree Road Rawalpindi
Rawalpindi, Pakistan
Web Development Course
Web Development
PHP, JavaScript, MySQLi, JQuery, HTML, CSS etc.

Work experience

- 12/2014** Foundation University Islamabad (FUSST)
Rawalpindi, Pakistan
Office Assistant
I am working as an Office Assistant to furnish my professional and technical skills along with my educational growth.

Provide clerical and administrative support to the Head of the Department.
Semester activity
Prepared semester course offerings as per instruction by HOD. Prepared student course registration and maintained faculty leaves a record. Working on departmental activity e.g. industrial advisory board meetings, BOS meetings, etc. Maintain visiting faculty records and prepare to visit faculty claims.

Overseeing clerical tasks, such as letter drafting sorting, sending mail answering phone calls, and taking and delivering messages. Scheduling meetings and sending meeting invites to attendees. Assists students by determining who can best provide the information needed by the student, providing basic and initial assistance to students with questions about classes, registration, permissions, etc. using established guidelines (information in course catalogs, departmental and university documents, and established policies and procedures), and assigning advisors. Helps to organize and conduct departmental events, as directed, by the Head of the Department. Coordination with students and faculty as needed.
OBE Coordinator
I am responsible for creating a PLO attaining sheet that accurately measures whether students have achieved the intended learning outcomes. I work closely with faculty to ensure that learning outcomes are integrated into teaching practices. I have generated cohort-level reports for each batch to match the PEC accreditation policy.
Any other task assigned by the Head of the Electrical Department.

- ✉ imran.vebexperts@live.com
- 🏠 Rawalpindi, Pakistan
- 📅 Date of birth 07/15/1983
- 🌐 www.vebdesigns.com
- 🇵🇰 Pakistani
- 🚗 Personal vehicle
- 📍 UAE
- 📞 0336 1844418
- 📞 0341 9162022
- 👪 Married (with child)
- 💻

Web Development skills

Shopify

Using the latest tools create a professional e-commerce website on the Shopify platform. I have a large collection of Shopify Premium Themes.

WordPress

Create and design a fully responsive and attractive design in WordPress. I will make all types of websites in WordPress

Laravel Framework

I have good experience to create an e-commerce website on the laravel framework.

My Fiverr Profile

Fiverr

<https://www.fiverr.com/imranvebexperts>

Social networks

- 📧 @im.vebexperts
- 📘 @Muhammad.Imran.vebexperts
- 📺 @/in/muhammad-imran
- 🐦 @imranvebexperts

Languages

Urdu

Writing, Speaking

English

Writing, Speaking

Interests

Traveling, Movies, Games

Computer skills

Computer Software

Data Writing on CD Can handle large size Printing and Scanning. Page Composing. Can handle other different little software's Computer Hardware Technician

Work experience

09/2012 - 10/2014

Asif Public School Rawalpindi
Rawalpindi, Pakistan

Branch Assistant

I am working as BranchAssistant to furnish my professional and technical skills. My job Description is:

Coordinate with Branches to send Emails. Coordinate with BranchHeads to create Performa's, Vouchers, and documentation to deal with phone calls to provide information to parents. Office management, file handling and maintaining the office environment. Coordination with related banks to collect the receipt of Vouchers.

Maintain registers of many types such as (Fee Reg. Audit Report Reg. New Admission Reg. Student withdrawal Reg. & Staff Reg. etc.) Gather and summarize data for briefs, reports, and correspondence from the computerized tracking system and manual files in order to provide.

07/2011 - 08/2012

Ittehad Aluminum Factory Store Rawalpindi
Rawalpindi, Pakistan

Office Assistant

Provided work guidance to my team in sales and distribution. Coordinated with vendors to purchase the material as per requirement Managed organized and led the staff as per policies and top management decisions. Identified the Issues that cause on the distribution of Material from POS to Warehouse. Deal with the customer to provide support on delivery items. Communicated with market vendors and warehouses to make reports to top management. Resolved issues/errors as part of teamwork.

06/2019

Vebxperts
Online & Freelancing

Web Developer

I have created many websites using the tools PHP, bootstrap, CSS, WordPress, Shopify, Laravel Framework.

-www.cargohub.pk (PHP and Bootstrap)
-www.fastcargomove.pk (WordPress)
-www.warpandweft.pk(Laravel Framework)
-www.sertugclothing.pk(Shopify)

Skills

Micro Soft Office

Ms. Word, Ms. Excel, Ms. Power Point

WordPress

Built any Website in WordPress

Web Development

HTML, CSS, Java Script, jQuery, PHP, BootStrap.

Computer skills

Windows XP, Win7, Win8,Win10

Trouble Shooting, Installation

Network Trouble shooting

In page Urdu, Coral Draw

Reference

Available on Request