



SHAZIB MUFTI

H#247 Zeeshan Street Safdar Town
Gulbahar # 4, Peshawar Pakistan

03439166739

shazib743@gmail.com

16101-49008484-5

DOB: 17 February 1994



OBJECTIVE

- To apply whatever knowledge, I already have in the field
- To polish my current skills and learn more from the field
- To serve humanity with best possible solutions



EDUCATION

2013-2017

Graduation: Computer Science

BCS (Hons.): Equivalent M.Sc. (70 %)

Institute Of Management Sciences (IM|Sciences), Peshawar

im|sciences



2011-2013

FSC (pre-Computer Science) (72 %)

Islamia College Peshawar



Up till 2011

Matriculation (75 %)

St Mary's high School, Peshawar



EXPERIENCE

Data Entry Operator | KP Testing Agency

Feb/2018 – Mar/2018

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

Internship | KP Food Safety & Halal Food Authority Peshawar KPFS&HFA

June /2018 – Oct/2018

- Complaint handling, investigation & resolution skills
- Good communication, writing and presentation skills
- Command on MS Office, especially on MS Excel for data collection
- Social media is the collective of online Communications channels

Executive Supervisor | Mobilink REGIONAL OFFICE (Peshawar)

Nov/2018 – April/2019

- Assigns work, provides direction to clerical staff and ensures that assigned tasks are completed. Ensures effective and appropriate clerical staff coverage
- Answer telephone, transfer calls, and greet visitors to the office
- Copy, mail and file acknowledgement letters

Office Assistant BSO | HABIB BANK LIMITED HBL (Peshawar)

May/2019 – sept/2020

- Managing Account Documents, Customer Profiling.
- Copy, mail and file acknowledgement letters

Data Management Officer DMO | DIRECTORATE GENERAL HEALTH SERVICES PESHAWAR KPK

Dec/2020 – Present

- Managing COVID-19 Data of All Districts KPK
- Command on MS Office, especially on MS Excel for data collection
- Daily Coverage Vaccination Report
- CVCs and MVCs And Mass Vaccination Centers Daily Reports
- Daily COVIM Coverage
- Co-ordination with District Focal Persons



PROFESSIONAL ACHIEVEMENTS

2022

***Nonprofit Board Member Essentials Certificate program
Board Member Essentials***

2018-2022	<i>Member of Core Management Team (Health, Education, Sport)</i> <i>Youth Gleam Welfare Organization</i>
2018	<i>Volunteering in Activities (Personal Food Hygiene)</i> <i>Govt. KP Food Safety & Halal Food Authority Peshawar</i>
2017	<i>Organizing Extracurricular Activities (Orphan House)</i> <i>Alkhidmat Aghosh Foundation Pakistan</i>
2017	<i>Volunteer Services (Ramadan Ration, Sunday Dastarkhwan)</i> <i>Tars Foundation</i>
2016	<i>Microsoft Office Specialist (PowerPoint, Excel 2010)</i> <i>Institute of Management Sciences, Peshawar</i>
2011	<i>Certificate in Information and Technology</i> <i>National Institute of Design and Analysis</i> <i>Chamber of Commerce, Peshawar</i>



SKILLS

- MS Office Automation
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Social Media
- Adobe Photoshop
- Photography
- Power BI



PERSONAL SKILLS

- Typing speed 50 words per minute
- Elaborative and creative writing skills
- Good conceptual and analytical skills
- Quality office automation skills
- Computer hardware works
- *Computer software handling*
- Excellent communication and Management Skills
- Multi-Tasking and Hard Worker
- Team worker

PERSONAL INTEREST

Social
Worker

Cricket

Hiking

Traveling

Movies

LANGUAGES

English ★★★★★☆

Pashto ★★★★★☆

Urdu ★★★★★☆



REFERENCES

Dr. Abdul Sattar Shah
Director Technical
KP Food Safety and Halal Food Authority
Email: shahjee515@gmail.com

Mr.Gul Haider
Chairperson
Youth Gleam Welfare Organization
Email: ygwo.kpk@gmail.com

Mr.Sajjad Ali
Relationship Manager RM
Habib Bank Limited HBL
Email: Sajjad.ali52@hbl.com

Mr.Sami Ullah
Network Administration Officer
Health Department KPK
Email: enr.samiullah01@gmail.com