

Muhammad Ali

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DOB: 10 April 1989



OBJECTIVES

To join an organization where I can grow on the basis of my personal abilities and to provide effective and efficient service to the best of my knowledge. To work devotedly in dynamic environment to fulfill organizational and personal goals.

EMPLOYMENT RECORD

5th Dec, 2022 – Muhammad College of Medicine

Peshawar

Till Date IT Incharge



- ◆ HIMS Software
- ◆ Software installation and Trouble shooting
- ◆ OS installation and OS Trouble shooting
- ◆ Networking Trouble shooting
- ◆ Daily attendance arrangement of student
- ◆ Configure new user Biometric registration and entry in the biometric system as well as in the database.
- ◆ Preparing Monthly and quarterly attendance record.

1st Jan, 2020 - Mashriq TV

Peshawar

Till Date IT Support Engineer



- ◆ News Paper MIS ◆ TV Channel MIS
- ◆ Networking Trouble shooting
- ◆ Software installation and Trouble shooting
- ◆ OS installation and OS Trouble shooting
- ◆ Router Configuration ◆ Cabling
- ◆ USB Booting (MAC OS, Windows, Password Cracker)
- ◆ MAC OS Installation and Trouble Shooting
- ◆ MAC Software Installation (Adobe Premiere Pro, Adobe Photoshop, Adobe Encoder etc. With Crack)
- ◆ Social Media (Video Uploading on YouTube, Facebook, Thumbnail Designing etc.)

6th July, 2018 –
3rd Jan, 2019

TRAVEZY (Travel Agency)

UAE Dubai

Sales of Umra Packages, Reporting, Maintain Records of Clients.

6th May 2014 - Capital Marketing Services


Islamabad

26th July 2017 Assistant Manager



- ◆ Billing Management of Pakistan Tobacco Company Account.
- ◆ Liaison with Clients (Nestle, PTC, Dalda & Engro).
- ◆ Logistics Management with the use of E-Drive Technology, Pegasus & TPL Software Tracking System.
- ◆ Consolidation of Vehicle Efficiency & Revenue Reporting.
- ◆ Billing Management of Finnish Goods Pakistan Tobacco Company
- ◆ Analysis of Diesel Report, kilometer Report.
- ◆ Posting of Activity Report in Software (Sidat Hyder Financial)

1st July 2015- 12th Jan 2016 **Green Leaf Project at Pakistan Tobacco Company Representative of CMS** **Akora Khattak**



- ◆ Nationwide Planning of Green Leaf Logistics.
- ◆ Coordination with regional Logistics Team as well as Factory Logistics.
- ◆ Billing Management of Pakistan Tobacco Company Account for CMS.

1st Jan 2006 – 28th Feb 2008 **Ammar Graphics Press Market Graphics Designer** **Peshawar**

- ◆ Graphics Designing.
- ◆ Picture Editing, Panaflex, Cards and other Designing.

EXTRA-CURRICULAR

September 2015 **Pakistan Tobacco Company** **Akora Khattak**

One Day Training on E.P.I.C (Outlook, Skype use in Business)

SKILLS

- ◆ MCITP
- ◆ Computer Handling & Trouble Shooting.
- ◆ Coral Draw 9
- ◆ Adobe Photo Shop (Basic)
- ◆ Ms (word, Excel, Power Point)
- ◆ Network / Internet Trouble Shooting.
- ◆ OS Installation, MAC Installation
- ◆ Adobe Premiere Pro (Basic)
- ◆ In-page (Urdu, Pushtu)

EDUCATION

2010 – 2013 **Bachelors of Science in Information Technology** **Peshawar**

(Agriculture University Peshawar)

2008 – 2009 **Diploma in Commerce (Technical Board)** **Peshawar**

(Qutaiba College of Commerce & Business Administration)

2005-2006 **SSC (Science)** **Peshawar**

(Govt. Centennial Model High School No.2 Peshawar City)

LANGUAGES

- ◆ English, Urdu, Pushto

ADDITIONAL INFORMATION

- ◆ Father's Name : Sajjad Ullah
- ◆ Place of Birth : Peshawar, Pakistan
- ◆ Passport No : WD1803393
- ◆ Domicile : Peshawar
- ◆ NIC : 17301-3655339-3
- ◆ Gender : Male
- ◆ Nationality : Pakistani