

Muhammad Sher Shah

PERSONAL INFORMATION

Phone No: +923359193809

E-mail: shexbangash00@gmail.com

PROFESSIONAL SUMMARY

- 1 year experience as a Research Officer at Community Motivation and development Organization.
- 13 months experience in Rehman medical institute as Medical Transcriptionist and Data entry operator.
- Currently working as Assistant Coordinator at AEO Pakistan.

WORK EXPERIENCE

Assistant Coordinator at AEO Pakistan (June 2023 – Present)

AEO Pakistan serves as an official representative of Australian educational institutions in Pakistan. Its primary goal is to assist Pakistani students in their journey to study in Australia by providing information, guidance, and support throughout the application process.

Achievements/Responsibilities:

- Spearheaded the effective leadership of AEO Pakistan's Peshawar main branch.
- Oversaw staff management and coordination, ensuring smooth workflow and team synergy.
- Maintained meticulous records, ensuring accurate and up-to-date documentation.
- Provided expert guidance to students, aiding them in making informed educational choices.
- Supported students throughout the application process, ensuring clarity and efficiency
- Played a key role in coordinating and executing various operational functions for AEO Pakistan
- Demonstrated proficiency in handling administrative responsibilities, encompassing scheduling, record-keeping, and document control
- Contributed to marketing and outreach endeavors, amplifying AEO's services and programs to a broader audience

Medical Transcriptionist at Rehman Medical institute (May 2022 – June 2023)

Rehman Medical Institute (RMI) is a state-of-the-art hospital situated at the western entrance of the historic Khyber Pass in Peshawar. Since its establishment in 2002, the hospital has revolutionized the concept of medical care in the region, especially in Khyber Pakhtunkhwa

Achievements/Responsibilities:

- Transcribed medical dictations, including physician notes, reports, and patient information, into accurate written records.
- Ensured the correct usage of medical terminology and maintained high standards of accuracy in transcribed documents.
- Collaborated with healthcare professionals to clarify unclear dictations and gather additional information when necessary.
- Organized and managed a high volume of medical records, maintaining confidentiality and security of patient information.
- Utilized transcription software and technology to efficiently complete assignments within specified deadlines.
- Communicated effectively with medical staff to address any questions or concerns regarding transcribed documents.

Research Officer at Community Motivation & Development Organization (September 2017 – October 2018)

Achievements/Responsibilities:

- Conducted extensive research on social and community development issues, focusing on key areas of interest for the organization
- Prepared detailed research reports, highlighting findings, conclusions, and actionable recommendations for the organization's projects.
- Stayed updated with the latest research literature and best practices in community development to inform the organization's strategies.
- Maintained accurate documentation of research processes, data sources, and methodologies for future reference.
- Supported the organization's efforts to create evidence-based interventions and solutions for community challenges.

Skills

Communication & Negotiation Skills:

- Effective verbal and written communication abilities.
- Active listening and understanding different perspectives.
- Conflict resolution and handling difficult conversations.
- Persuasion and influencing skills in various situations.
- Negotiation techniques for reaching mutually beneficial agreements.

Initiative:

- Willingness to take the lead in challenging situations.
- Proactive approach to problem-solving and decision-making.
- Being self-motivated and taking action without constant supervision.
- Identifying opportunities for improvement and suggesting innovative ideas.

Working Independently:

- Demonstrated ability to manage tasks and projects without constant supervision.
- Self-discipline to meet deadlines and deliver results.
- Taking responsibility for individual projects and outcomes.
- Being resourceful and seeking solutions autonomously.

Concept & Strategy Development Skills:

- Formulating and articulating ideas and concepts clearly.
- Analyzing data and market trends to inform strategic decisions.
- Creating detailed plans and roadmaps to achieve objectives.
- Identifying potential risks and devising contingency strategies.

Group Working:

- Openly and constructively in group settings.
- Resolving a conflict and fostering positive team environment.

Ability to Deal with Community:

- Collaborating effectively with team members to achieve common goals.
- Being open to diverse perspectives and valuing contributions from others.

Communicating:

- Understanding community needs and concerns.
- Building relationships with community members and stakeholders.
- Engaging in community outreach and events.
- Addressing community issues and advocating for positive change.

Leadership:

- Inspiring and motivating team members to perform at their best.
- Providing guidance and direction in achieving team objectives.
- Making tough decisions and taking responsibility for outcomes.
- Leading by example and demonstrating integrity and professionalism

EDUCATIONAL HISTORY

2018--2021	Masters in Public Administration: Human resource management Imstudies University of Peshawar.
2014 – 2017	Bachelors in Commerce: Accounting Qurtuba University Hayatabad Peshawar.
2012—2014	FSC/ ICMS College for boys Peshawar