

MURAD ALI KHAN

Mobile # 0314-3036276

Email: amurad14@yahoo.com
mak.usafzai1@gmail.com

CAREER OBJECTIVES

To serve in a progressive organization offering a challenging environment and vast opportunities for career development based purely upon achievements and results.

WORK EXPERIENCE:

Working at Royal Engineering Solution till to date. Working description installation and improving the Solar Energy System

Position in organization: Project Manager and Project Engineer

Responsibilities & Duties:

- Responsible for management of project.
- Responsible for installation checking of system.

Oracle Data Base Developer in Noor Institute of information Technology (Three Months)

Responsibilities & Duties:

- Responsible for developing data base.
- Responsible for using oracle tools.

Working at Pakistan Polio Eradication campaign

Responsibilities & Duties:

- Responsible for leading teams and covering the target.
- Responsible for the recovery of missing targets.

Office Supr. in ACD, TB Control Program Govt. of Pakistan (Two years)

Responsibilities & Duties:

- Responsible for office management.

Skill Enhancing Society. The University of Agriculture Peshawar

Position in organization: Admin Incharge

Responsibilities & Duties:

- Responsible for society administration.
- Responsible for dealing with the university and other organizations.

Senior superintendent, In RIMS established for technical & vocational trainings of Industrial Labours working in industrial estate Peshawar (Two years)

Responsibilities & Duties:

- Responsible for Handling Reception, Mail Handling and Communicating Information.
- Responsible for Processing Invoices, Stock Handling, Providing Information to Students & Parents and Handling Petty Cash.
- Responsible for Arranging Travel & Meetings, Processing Payments and Processing Payroll
- Responsible for Typing and Duplicating, Managing Office Forms and Stationery, Maintaining Telephone Record and Procurement.
- Responsible for Inventory Control, Materials Handling, Order Processing, Transportation and Safety Inventory.

Premier Sugar Mill Mardan (Three months)

Position in organization: asst. Engineer

Responsibilities & Duties:

- Responsible for electrical installation.
- Responsible for repairing and maintenance of electrical devices.

Teaching as junior instructor at GPI Takht Bhai Mardan (Two years)

Responsibilities & Duties:

- Responsible for delivering theory lectures.
- Responsible for instructing of practical classes.

Working as Electrical Supervisor in S.A Brother (6 months)

Responsibilities & Duties:

- Responsible for electrical supervision.

Working as Electrical Supervisor in Drone's Security

- Responsible for Electronics security and electrical supervision.

S-100 General Safety course in WAPDA

- Responsible for learning all techniques of safety .

Pakistan Scouts

- **Position in organization:** social worker team leader.

- Responsible for doing and managing all works according to the situation .

COMPUTER SKILLS:

Operating Systems

- Windows XP
- Windows 7

Other Computer Skill

- Hardware
- MS Office

PERSONAL STRENGTH:

- Friendly and easy going with people, keen observer, fast learner, able trainer & good listener

HIGHEST EDUCATION:

1): Bs(CS) honors FROM 2010 TO 2013

The University of Agricultural Peshawar.

GPA : 3.57/4.00 , (81.75%)

2): Diploma in Office Administration & Management (06 Months)

Regional Institute of Modern Studies (RIMS) Peshawar.

3): D.A.E (Electrical) FROM 2005 TO 2008

Govt. Polytechnic Institute Takht Bhai (Mardan).

Marks : 2542/3550, (71.60%)

4): SSC (Science) FROM 2004 TO 2005

GOVT high school Sawal Dher Mardan.

Board of intermediate and secondary education Mardan.

Marks: 696/1050, (66.28%)

PERSONAL INFORMATION:

Father's Name	MUSA KHAN YOUSAFZAI
Nationality	Pakistani
Marital Status	Single
Date of Birth	03 January 1990
Languages	English, Urdu, Pashto
Nic No	16101-2829395-3
Passport No	ZX4123951