



SHAHID MUJEEB

Personal Profile

Date of Birth: 5/12/1993
Marital status: Unmarried
Religion: Islam
Nationality: Pakistani

Contact Detail

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Address: Dubai, UAE
Visa Status: Visit Visa

Passport Details

- Passport No: AF0535002
- Date of Issue: 12/09/2023
- Date of Expiry: 10/09/2028
- Place of Issue: Pakistan

Language

- English
- Urdu
- Pashto

CAREER OBJECTIVE

Self-motivation and ambition to build up a career in any challenging job. My interpersonal skills help me to adjust to new environments. I am a career-oriented, skillful, and experienced individual looking for a challenging situation where I can exhibit my potential to the maximum in a competitive environment.

EDUCATION

- 1. MS (Computer Science)** *University of Peshawar, KPK Pakistan*
10/2018-03/2023
- 2. BS (Computer Science)** *Khushal Khattak University Karak, KPK Pakistan*
10/2013-11/2017

WORK EXPERIENCE

- i. Administrative Assistant/Data Entry** *Rehman Medical Institute Peshawar*
04/2022-9/2023
1.5 Years
- ii. Administrative Assistant/Data Entry** *Islamia High School and College Karak*
8/2017-10/2018
12/2019-04/2022
3.7 Years

KEY RESPONSIBILITIES:

- I have worked on different Softwares like Dev ++, Dreamweaver, Notepad ++
- I have sound knowledge of Database and worked on it e.g. MySQL and MS Access Database
- Worked in C/C++, PHP, and SQL languages
- 5 years of experience as an Administrative Assistant/Data Entry and receptionist and expert in MS Word, Excel, MS Access, PowerPoint, Outlook, and Microsoft teams
- Knowledge of Networking
- Managing clerical tasks e.g. Writing letters, Scanning, Printing, Composing, sorting, and distributing mail throughout the office
- Scheduling meetings and appointments and sending meeting invites to attendees
- Recording meeting minutes
- Liaising with teams and units
- Coordinating with Managers and Directors to schedule appointments or update schedules
- Expert in managing Roster of Doctors and Consultant
- Managed Hospital Management System and Software
- Maintaining files, keeping a record of office supplies, and ordering new materials as needed
- Greeting office visitors and directing them to employees
- Ensuring the office runs smoothly

RESEARCH HISTORY

Area of Research: Data Mining (High Utility Itemset Mining).

1. A Graph-Based High Utility Itemset Mining Technique from Transactional Databases.
2. Online Attendance Management System.

SKILLS

- Expert in MS Word, MS Excel, MS PowerPoint, SharePoint and MS Access
- Outlook and Microsoft Teams
- Languages e.g. C, C++, PHP, SQL, HTML/CSS
- MySQL Database
- Expert in Dev ++, Dreamweaver and Notepad ++ Software
- Windows and Software Installation
- Software and Network Troubleshooting
- Accurate data entry
- Inventory and supply management
- Team Work & Hard Work
- Good Communication and Interpersonal Skills
- Leadership Skills
- Comprehensive Computer Skills
- Problem-Solving Skills
- Ability to work independently
- Time management Skills