

# Muhammad Majid

## Coordinator

(4 years of experience in administration education department)



054 550 3195



majidabid76@gmail.com



Dubai, UAE

Qualification / Institute	Period
<b>M.Phil (Anthropology - Sociology) – Master of Philosophy</b> University of Agriculture - Pakistan	September 2023
<b>MSC – Master Of Science (Sociology – Anthropology)</b> University of Agriculture - Pakistan	October 2021
Certification / Institute	
<b>Information Technology (Ms Excel – Ms word – Ms PowerPoint – Filmora – Animation Graphics in Canva – spread-sheet)</b> University of Punjab - Pakistan	September 2018
<b>Non-Technical Course (Content Writer – Business Analyst – Graphic Designer – Marketing)</b> E-Rozgaar Platform - Pakistan	October 2021

## Professional Experience

### Coordinator

### The National Education Institute Hafizabad -PVT

June 2021 – October 2023

Hafizabad, Pakistan

## Job Responsibilities

- Coordinators provide support to an organization by handling administrative tasks and ensuring the smooth operation of an office.
- Scheduling meetings, managing correspondence, maintaining records, and assisting with general office operations.
- Keeping abreast of regulatory requirements and ensuring the organization's compliance with relevant laws and standards.
- Assisting various departments or teams with administrative needs, such as coordinating training sessions or team-building activities.
- Entering and maintaining accurate records in databases or other systems.
- Organizing and scheduling appointments, meetings, and events for executives or team members.
- Ordering and managing office supplies, ensuring that necessary resources are available for daily operations.
- Overseeing the maintenance and organization of office facilities, including equipment, supplies, and workspace arrangements.

**Clerk / Data Entry Operator****Hafizabad College Of Commerce - PVT**

February 2020 – Nov 2023

Hafizabad, Pakistan

**Job Responsibilities**

- Entering, updating, and maintaining information in databases, spreadsheets, and other systems.
- Ensuring the accuracy and completeness of data entered into various records.
- Sorting, filing, and retrieving documents, both physically and digitally.
- Adhering to protocols to ensure the confidentiality and security of sensitive information.
- Being proficient in data entry software, spreadsheets, and other relevant tools.
- Implementing procedures to validate and ensure the accuracy of data.

**Tutor / Resource Person****Allama Iqbal Open University Islamabad - Govt**

September 2022 – October 2023

Islamabad, Pakistan

**Job Responsibilities**

- Assisting students in developing effective time management skills for studying and completing assignments.
- Teaching strategies for effective note-taking and study techniques.
- Providing encouragement and motivation to students facing academic challenges.
- Ensuring that educational resources align with learning objectives and standards.
- Assisting in problem-solving related to curriculum, teaching methods, or educational challenges.
- Collaborating with teachers, administrators, and other education professionals on projects.
- Building and maintaining professional networks within the educational community.

**Software Experience**

- Spreadsheet
- Power BI
- Hadoop Ecosystem
- R and RStudio
- Microsoft Office (Excel, Word, PowerPoint)

**Skills**

- Data Analysis
- Project Assistance
- Customer Service
- Meeting Coordination
- Sorting and Distributing Mail
- Data Entry
- Sorting and Distributing Mail

Personal Details	
Date of Birth	25 October 1995 (28 years old)
Passport	DW0571741
Nationality	Pakistan
Marital Status	Married
Languages	English, Urdu, Punjabi