

## CURRICULUM VITAE

### MAHMOOD UL HASSAN KHAN

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### OBJECTIVE

A competent, dynamic, highly motivated professional with more than 15 years working experience, possessing excellent communications, supervisory and interpersonal skills seeking a challenging position.

### ➤ PERSONAL INFORMATION

Date of Birth : 30<sup>th</sup> – December  
Place of Birth : Karachi  
Nationality : Pakistani  
CNIC : 42101-1567126-7  
Passport : DL4131262  
Marital Status : Married

### ➤ ACADEMIC QUALIFICATION

#### BACHELOR DEGREE IN SCIENCE

- From University of Karachi

#### INTERMEDIATE IN PRE –ENGINEERING

- From Government Degree College
  - Board of Intermediate Education (H.S.C) Karachi

#### MATRICULATION

- From Scholars School
  - Board of Secondary Education (S.S.C) Karachi

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## ➤ QUALIFICATION IN INFORMATION TECHNOLOGY

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- **One Year Information Technology Diploma** (from Noor College of Professional Education Karachi)
- **E-commerce** (From UNITAR Kelana Jaya, Kuala Lumpur Malaysia)
- **Business Information System** (From UNITAR Kelana Jaya, Kuala Lumpur Malaysia)
- **Decision Support System** (From UNITAR Kelana Jaya, Kuala Lumpur Malaysia)
- **System Analysis and Design** (From UNITAR Kelana Jaya, Kuala Lumpur Malaysia)

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## ➤ QUALIFICATION IN COMPUTER

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- Internet
- Ms Office (Word, PowerPoint, Access, Excel, Outlook)
- Internet Operations/ All type of Computer Applications
- Windows XP, Windows 7, Windows 8, Windows 10, Windows 11
- Installation
- Software Upgrade
- Troubleshoot
- Hardware Maintenance
- System Upgrade

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## ➤ OTHER QUALIFICATION

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- Advance English language courses from Pakistan American Culture Center Karachi.
- Certified English Typewriting Course.
- Certified Videographer Course from Karachi Institute of Videographer.
- **(September 2023)** Certified **Cyber Security Awareness Course** by GAC (GulfAgency Company Dubai)
- **(July 2024)** Certified **Cyber Security Awareness Course Refresher** by GAC (GulfAgency Company Dubai)

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## ➤ SKILLS AND EXPERTISE

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- Ms Office (Word, PowerPoint, Access, Excel, Outlook)
  - Energetic and self-motivated
  - Eager to learn and increase knowledge
  - Can easily become part of a team and capable to work individually
  - Easily molt into current environment.
  - Fast picking power & enthusiastic working style.
  - Good Interpersonal Communication Skills
  - Presenting Skill
  - Strong negotiation and analytical skills
  - Demonstrated problem solving and analytical skills
  - Highly IT-literate
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- Excellent verbal communicators

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## ➤ CAREER HISTORY

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- **December 2014 - To Date**

**UNITED MARINE AGENCIES (Pvt) LTD** (Karachi Pakistan)

**(Admin) Head of the Archive Department**

### **Responsibilities and Tasks**

- Organize archival records and develop classification systems to facilitate access to archive materials.
- Prepare archival records, such as document descriptions, to allow easy access to information.
- Create and maintain accessible, retrievable computer archives and databases, incorporating current advances in electronic information storage technology.
- Preparing record keeping system and procedure for archival history and for retention or destruction of record.
- Supervising staff and budgets.
- Making the archives accessible to a wide range of users.
- Evaluating, selecting, retrieving and arranging materials.
- Negotiating the acquisition of new collections.

- **January 2012- December 2013**

**TROPIKA GROUP OF COMPANIES** (Puchong, Kuala Lumpur Malaysia)

**Senior Admin Officer**

### **Responsibilities and Tasks**

- Establish and maintain supplier accounts.
- Assist with preparation of the budget.
- Ensure transactions are properly recorded and entered into the computerized Accounting System.
- Assist with the annual audit.
- Maintain financial files and records.
- Issue, code and authorize purchase orders.
- Reconcile weekly deposits.
- Manage the repair and maintenance of computer and office equipment.

- **January 2006- December 2011**

**NADIAH CARPET ENTERPRISE (Sungai Besi, Kuala Lumpur Malaysia)**

**Branch Manager/Computer Graphic Designer**

**Responsibilities and Tasks**

- Responsible for handling all aspects of Management.
- Responsible for making weekly and monthly sales report.
- Responsible of taking care of goods and stocks.
- Responsible of keeping and arranging customer records.
- Create/Make the design to place the order for custom made.

- **January 2001- December 2003**

**THE CITY ACADEMY KARACHI**

**Computer and Mathematics Teacher**

**Responsibilities and Tasks**

- Incorporate interdisciplinary (cross-subject area) teaching.
- Consult with other teachers.
- Employ strategies that meet the needs of diverse student learning styles.
- Challenge students to higher level learning.
- Provide excellent students with enrichment learning.
- Expand the subject content in the classroom to include resources outside the school.

- **March 1996-August 2000**

**SPECIALISTS CARE CLINIC KARACHI**

**Receptionist / Computer Operator**

**Responsibilities and Tasks**

- Scheduling patient appointments.
- Explaining clinic policy to patients.
- Receiving and delivering messages, processing incoming and outgoing mail.
- Receiving calls from hospital labs and x-ray, taking prescription refill messages.

- Filing medical reports and insurance forms, pulling patient charts.
- Coding of diagnoses and procedures.

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➤ **LANGUAGE PROFICIENCY**

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- ENGLISH (Fluent in Speaking, Listening, Writing and Reading)
- URDU (Fluent in Speaking, Listening, Writing and Reading)
- MALAY (Speaking, Listening and Reading little bit all)

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➤ **INTEREST, HOBBIES AND OTHER ACTIVITIES**

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- Cricket
- Poetry
- Traveling
- Reading
- Surfing the Internet
- Watching Television (Talk Shows, Debate, Sports Shows)
- Current Affairs
- Listening Music

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➤ **FREELANCING EXPERIENCE**

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- Fiver
- Up Work
- Peoples Per Hour
- Freelancer

