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#### *SIKANDER MURAD*

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|  | **OBJECTIVE** |  |
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To obtain a challenging position in a progressive and reputed organization, offering opportunity for personal growth and career building and to become part of a highly motivated and dynamic team of professionals with a result oriented and forward looking approach.

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|  | **CONTACT INFORMATION** |  |
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| Permanent: Village torkhow shotkhar,  Tehsil Mastuj, District Chitral, KPK  Present Add:   |  | | --- | | System Ltd 3rd Floor, DC court Building, Gate No.4 Kachery Khyber Road  Peshawar | |  | |  | |  | |  | | **Mobile:** 03339508078 or 03470081724 **E-Mail:**sikandermurad5593@gmail.com |

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|  | **EDUCATION** |  |
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|  | YEAR | Institute/ University |
| IOSH | 2019 | British Council |
| B.B.A | 2005 | Virtual University Govt. of Pakistan |
| DIT | 2004 | Professional Testing Council Punjab |
| F.A | 2000 | Govt. Degree College Chitral |
| Matriculation | 1997 | Govt. High School Buni |

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|  | **MAJOR COURSES DURRING** |  |
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* Public Administration
* Principal of Management
* Principal of Marketing
* Human Resource Management
* E. Commerce
* Communication Skill
* Financial accounting

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|  | EXPERIENCE |  |
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**Pak Army Frontier Corps KPK (N)**

***Instructor in FC Training Center (2003 – 2004)***

**Duties & Responsibilities**

To train recruits in close order drill, fundamentals of' service life, discipline and Instructs basic combat tasks.

***FRONTIER CORPS PUBLIC SCHOOL & COLLEGE CHITRAL***

***Admin /Personal Assistant (2004 – 2005)***

**Duties & Responsibilities**

* + To maintain effective relations with faculty, students, and community, and other educational institutions and to interpret college policies and programs accurately and constructively.
  + Acting as a first point of contact dealing with correspondence, dealing with phone calls, managing diaries, and organizing meetings and appointments, booking and arranging travel, transport and accommodation, organizing events and conferences.
  + To promote an integrated effort in the administration of the college by cooperating with other administrators and staff and coordinating his/her activities with theirs when such action is indicated.
  + To recommend the budget for his/her department, office, or division and, within limitations established by the board or President, to administer his/her budget.
  + To serve on committees and councils as directed by board policies and procedures or by the Chairman.
  + Follow office workflow procedure to ensure maximum efficiency.
  + Maintain files and record with effective filing system.
  + Support other teams with various administrative tasks (redirecting calls disseminating correspondence, scheduling meeting etc.
  + Monitor office expenditures and handle all office contracts (rent, service etc.)
  + Perform basic bookkeeping activities and update the accounting system.

**Computer Teacher (2005 – 2010)**

**Duties & Responsibilities**

* + Defining and Controlling Organizational Objectives
  + Academic Surveillance.

**Coordinator(2010 – 2014)**

**Duties & Responsibilities**

* + Scheduling meetings, Processing/checking referrals. Observations and Coordinating paperwork. Updating teachers on referral process ,taking minutes, disseminating to others and maintain records for academic Surveillance.
  + Coordinating with classroom teachers and processing timesheets/Learning support contracts.
  + Review all Learning Plans, sign, and send to the principal and the head of student services initiate meetings with resource teachers/learning support department and supervise schedules.
  + Administer placement screening for incoming students, coordinating with teachers regarding placement, review applicant files for any special learning concerns.
  + Provide training to staff regarding Special Needs support (i.e., differentiation) and Support teachers with differentiation.
  + Provides direct instruction to students in one-on-one and small groups

**Hostel Warden**

**Duties & Responsibilities**

* + Follow office workflow procedure to ensure maximum efficiency.
  + Acting as a first point of contact dealing with correspondence, dealing with phone calls, managing diaries, and organizing meetings and appointments, booking and arranging travel, transport and accommodation, organizing events and conferences.
  + Maintain files and record with effective filing system.
  + Support other teams with various administrative tasks (redirecting calls disseminating correspondence, scheduling meeting etc.
  + Monitor office expenditures and handle all office contracts (rent, service etc.)
  + Perform basic bookkeeping activities and update the accounting system.

**SYSTEM LTD. PAKISTAN (2019 to date)**

***Administrative assistant***

**Duties & Responsibilities**

* + Coordinate office activities and operations to secure efficiency and compliance to company policies
  + Supervise administrative staff and divide responsibilities to ensure performance
  + Manage agendas/travel arrangements/appointments etc. for the upper management
  + Manage phone calls and correspondence (e-mail, letters, packages etc.)
  + Support budgeting and bookkeeping procedures
  + Create and update records and databases with personnel, financial and other data
  + Track stocks of office supplies and place orders when necessary
  + Submit timely reports and prepare presentations/proposals as assigned

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|  | **TRAININGS** |  |
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* Security Management Course Frontier Corps Battle School Mirali
* Pedagogical Enhancement training in Professional Development Center Chitral. (4 Weeks)
* English Language Course Afaq Foundation (8 weeks)
* IOSH (British Council)

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|  | | | **PERSONAL INFORMATION** |  | |
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| **Name** | Sikander Murad (Retd. Hav. Frontier Corps Chitral Scouts) | | |
| **Father’s Name** | Sultan Murad | | |
| **CNIC No.** | 15202 – 0816258 – 3 | | |
| **Domicile** | Chitral | | |
| **Birth date:** | 15thMarch,1981 | | |
| **Gender:** | Male | | |