

Jishan

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CAREER OBJECTIVE

- ❖ I want to work in a company that gives me a chance to prove my abilities and help the company in any way possible. I want the company's standards and goals to rise with the help of my own contributions.

QUALIFICATION

- ❖ Completed Senior secondary NIOS

TECHNICAL & VOCATIONAL COURSE

- ❖ C++
- ❖ C#
- ❖ Blender
- ❖ Unity 2D & 3D
- ❖ Ms office and Keyboard skills.

ACHIEVEMENT

- ❖ Has been awarded as best Center Coordinator in North Region by Magic Bus

EXPERIENCE

MAGIC BUS

Nov 2019 – Mar 2021

Profile: Centre Coordinator

Roles and Responsibilities

- ❖ Prepare and Update MIS.
- ❖ Mobilization of youth
- ❖ Counselling youth about Programme.
- ❖ Documentation of youth.
- ❖ Preparing bills and ensuring payment to all stake holders.
- ❖ Send staff attendance on daily basis.
- ❖ Coordinating with staff and DLM
- ❖ Carrying out monthly, reporting to the district, state and national officers.
- ❖ Planning for mobilization in community.

SKILLS

- ❖ Good Programing Knowledge
- ❖ Good Data Stretcher Knowledge
- ❖ Strong Knowledge of unity 2D & 3D Platform
- ❖ Strong Knowledge of MS Office and computer skills
- ❖ Ability to multi task
- ❖ Well organized and working style with excellent time management skills
- ❖ Excellent team worker with strong verbal and non-verbal communication skills

Other

- ❖ Socialization.
- ❖ Participate in social concerns like Blood donation and cleanliness drives.
- ❖ Participation in social awareness camps.