

MUHAMMAD SAJJAD

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Gazdarabad, Karachi

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NIC – 42301-7761881-5

Date of Birth: July 10th, 1983

Objective

To peruse my higher education in a challenging and driven environment with religious values, which would help me gain stronger roots, in the field I am passionate about and pave the way for my strong contribution to **Accounts & Office Management**.

Educational Status

In Progress	MERN Stack Development JavaScript, React, React Native, Gatsby
2015	Self Development From IBA Grades Nazimabad Karachi.
2009	Dars e Nizami From Jamia Farooqia Shah Faisal Colony Karachi
2001	Intermediate Commerce From SM Commerce College, Karachi
1999	Matriculation (Science) Meher Neem Rose Govt. Secondary School, Karachi.

Work Experience

- Working as “**Office Administrator**” in Bait ul Ilm Trust Albadar Higher Secondary School
 - o From October 2015 to Till Date.
 - Prepare recommendations for all levels of management
 - From Aug 2016 to Oct 2018 HOD in Senior Branch
 - Assist the manager in the execution of special studies and consulting assignments.
 - Assist the manager in the preparation and follow-up with management for the implementation of outstanding recommendations.
 - Perform fieldwork in all locations of Trust.
 - Maintain respectful and effective communications and relationships with management and staff of areas under review.
 - Carrying out any other duties assigned by the Management

- Worked as **“Teacher”** in **Darul Uloom Usmania Limbe, Malawi.**
 - o From December 2014 to July 2015
- Worked as **“Proof Reader & Book Maker”** in **“Maktaba Bushra & Baitussalam”.**
 - o From October 2010 to December 2014

Computer Skills

Microsoft Office Package, Internet & E-mail, MERN Stack development (in progress)

Other Activities

- Dars e Quraan Kareem in Office Staff & in Jama Masjid Beech Wali.