



# GUL MUHAMMAD

COMPUTER OPERATOR / DATA ENTRY  
OPERATOR / HMIS OPERATOR/ DATA  
MANAGEMENT OFFICER



✉ gulmuhammadyt@gmail.com  
🏠 Battagram Kpk Pakistan  
☎ +923479572863  
🇵🇰 Pakistani

## SUMMARY

Results-driven IT professional with extensive experience in HMIS administration, data management, and technical support. Proven expertise in computer operations, document control, and data entry, complemented by a strong educational background in computer science and information technology. Skilled in diverse areas including web development, digital marketing, and graphic design, with a keen adaptability for continuous learning. Adept in utilizing various software tools for collaboration, project management, and data analysis, alongside a solid foundation in basic accounting and technical troubleshooting.

## OBJECTIVE

Detail-oriented Computer Operator and Data Management Officer with extensive experience in ERP systems and accounting software. Seeking to leverage my skills in data management and software operation to enhance organizational efficiency and support informed decision-making within a dynamic team environment.

## LANGUAGES

- Hindi
- Hindko
- Arabic
- Pashto
- Urdu
- English

## SKILLS

- Basic Accounting Software (e.g., QuickBooks)
- Teamwork and Collaboration
- Adaptability and Continuous Learning

## PROFESSIONAL EXPERIENCE

### COMPUTER OPERATOR & ADMINISTRATIVE ASSISTANT

#### Pak-Karachi Hospital (Private), Karachi, Pakistan

Managed day-to-day computer operations, ensuring seamless system performance and data integrity. Provided administrative support by scheduling appointments, maintaining accurate records, and assisting in the preparation of reports. Collaborated with team members to streamline processes and improve efficiency across various tasks.

### SENIOR COMPUTER OPERATOR & DOCUMENT CONTROLLER

#### Al-Faisal Logistics Company, Mansehra, Pakistan. Mansehra, Pakistan

Managed and monitored computer systems to ensure optimal performance and uptime. Oversaw document control processes, ensuring accurate storage, retrieval, and distribution of critical documentation. Collaborated with cross-functional teams to streamline operations and enhance data management, adhering to compliance and quality standards.

### HMIS ADMINISTRATOR

#### Rizwan General and Surgical Hospital Battagram. Battagram, Kpk, Pakistan

Administered Hospital Management Information System (HMIS) for a 500+ bed facility, processing 1,000+ daily patient records and administrative entries with 99% accuracy, streamlining workflows and reducing data errors by 25%.

Troubleshoot and resolved 50+ system issues per month, including login failures, report generation glitches, and integration errors, ensuring 99% operational uptime during peak hours and emergency surges.

Trained and supported 20+ hospital staff on HMIS modules (e.g., patient registration, billing, inventory), developing quick-reference guides that shortened onboarding from 2 weeks to 3 days and improved user adoption by 40%.

Generated compliance-ready reports and dashboards from HMIS data, integrating modules for EHR/ERP systems to inform resource allocation, such as bed occupancy trends that optimized staffing by 15%.

Implemented data backup and recovery protocols, successfully restoring 500GB+ of critical patient data during a system outage with zero loss, adhering to HIPAA/GDPR standards for secure operations.

### DATA ENTRY SPECIALIST

- Presentation Software (e.g., PowerPoint, Google Slides)
- Email and Collaboration Tools (e.g., Outlook, Slack)
- Cloud Storage Basics (e.g., Google Drive, OneDrive)
- Basic Networking
- Data Backup and Recovery
- File Management and Organization
- Communication and Time Management
- Office Software (e.g., MS Office, Spreadsheets)
- Cybersecurity Awareness
- Basic Scripting/Automation (e.g., Bash, Python basics)
- Attention to Detail and Data Entry
- Problem-Solving and Troubleshooting
- Technical Expertise in Hardware/Software: Installing, maintaining peripherals and apps. Includes basic networking.ac6522
- Operating Systems Proficiency
- Prompt Engineering
- AI and Machine Learning Basics
- Python scripting
- Ethical AI
- Team Collaboration
- Communication
- Project Management
- Critical Thinking
- Problem-Solving

## REFERENCES

**Shifa General and Surgical Hospital Battagram.** Battagram, Kpk, Pakistan

Managed accurate input and maintenance of data across various systems, ensuring data integrity and consistency. Conducted regular audits to verify information quality, responded to data inquiries, and collaborated with team members to streamline processes. Demonstrated strong attention to detail and time management in meeting deadlines.

### ROHAN MART

**Rohan Mart Battagram .** Battagram, Kpk, Pakistan

Managed daily operations at Rohan Mart, overseeing inventory control, staff coordination, and customer service. Implemented sales strategies to enhance product visibility and drive revenue. Ensured compliance with health and safety regulations while maintaining a clean and organized shopping environment. Trained new employees to uphold company standards.

### COMPUTER OPERATOR

**Fida General Hospital Battagram, Pakistan.** Battagram, Kpk, Pakistan

Managed daily computer operations, including monitoring system performance and troubleshooting issues. Performed data entry and maintained accurate records. Collaborated with IT teams to implement system updates and enhancements. Ensured data integrity and security by following protocols and conducting regular backups.

## EDUCATION

### MATRIC (SSC)

**Board of Trade and Technical Education Abbottabad (Bise Atd).** Abbottabad, KPK, Pakistan | 2015 – 2017

Completed Matric (SSC) with a strong focus on foundational subjects including Mathematics, Science, and English. Developed critical thinking and problem-solving skills through various projects and examinations. Engaged in collaborative group work, enhancing communication abilities and fostering a team-oriented mindset.

### FSC

**Board of Intermediate and of Secondary Education Abbottabad .** Abbottabad, Kpk Pakistan | 2017 – 2019

Completed the FSc. program, focusing on advanced subjects in science and mathematics. Engaged in laboratory experiments enhancing practical skills and conducted research projects to develop analytical thinking. Acquired strong problem-solving abilities and a solid foundation for further studies in science.

### DIPLOMA IN INFORMATION TECHNOLOGY (DIT)

**Board of Trade and Technical Education Islamabad.** Islamabad, , Kpk, Pakistan | 2018 – 2019

Completed the Diploma in Information Technology, gaining expertise in programming, database management, network security, and systems analysis. Engaged in hands-on projects that enhanced problem-solving skills and collaboration. Developed a foundational understanding of IT infrastructure and emerging technologies.

### B-TECH

**Modern Institute of Science and Technology Islamabad .** Islamabad, Kpk, Pakistan | 2020 – 2024

## REFERENCE WILL PROVIDED ON DEMAND

Engaged in a comprehensive curriculum covering key engineering principles and practices. Developed problem-solving skills through hands-on projects and laboratory work. Acquired knowledge in software development, electronics, and systems design, enhancing technical proficiency and teamwork capabilities for real-world applications.

### DIPLOMA IN COMPUTER SCIENCE (DCS)

**Modern Institute of Science and Technology Islamabad.** Islamabad, Kpk, Pakistan | 2023 - 2025

Completed a Diploma in Computer Science, acquiring expertise in programming languages, database management, and software development. Engaged in hands-on projects that enhanced problem-solving skills and critical thinking. Developed foundational knowledge in computer architecture, networking, and systems analysis.

## COURSES AND CERTIFICATES

### WEB DEVELOPMENT

**Mimo.com.** Virtual

Completed a comprehensive Web Development course, gaining proficiency in HTML, CSS, and JavaScript. Developed responsive and user-friendly websites, implemented best practices in web design, and learned about front-end frameworks. Acquired skills in problem-solving, debugging, and version control with Git.

### AFFILIATE MARKETING

**Virtual University - digiskill.pk.** Pakistan

Completed a comprehensive course in Affiliate Marketing, acquiring skills in digital marketing strategies, including SEO, content creation, and social media promotion. Developed expertise in identifying profitable affiliate programs and optimizing campaigns to maximize revenue. Gained insights into analytics and performance tracking for continuous improvement.

### QUICKBOOKS

**Virtual University - digiskill.pk.** Pakistan

Gained proficiency in QuickBooks for financial management, including recording transactions, managing accounts payable and receivable, generating financial reports, and maintaining accurate ledgers. Developed skills in budgeting, expense tracking, and utilizing software tools to enhance overall financial efficiency for businesses.

### COMMUNICATION SOFT SKILL COURSE

**Virtual University - digiskill.pk.** Pakistan

Completed the Communication Soft Skill Course, enhancing verbal and non-verbal communication techniques, active listening, and effective feedback strategies. Engaged in interactive role-playing scenarios to improve interpersonal skills and foster teamwork, resulting in heightened empathy and conflict resolution abilities.

### E-COMMERCE MANAGEMENT

**Virtual University - digiskill.pk.** Pakistan

Acquired comprehensive knowledge in e-commerce strategies, digital marketing, and online sales optimization. Engaged in activities such as market analysis, website management, inventory control, and customer service enhancement. Developed skills in analytics tools to drive data-informed decisions and improve user experience.

## **WORDPRESS**

**Virtual University – digiskill.pk.** Pakistan

Completed a comprehensive WordPress course focusing on website development, theme customization, and plugin integration. Gained hands-on experience in creating responsive websites, optimizing site performance, and implementing SEO best practices to enhance online visibility and user experience.

## **AUTOCAD**

**Virtual University – digiskill.pk.** Pakistan

Gained proficiency in AutoCAD through hands-on projects involving 2D and 3D design, drafting, and detailing. Developed skills in creating accurate technical drawings, implementing design standards, and utilizing layer management. Enhanced ability to produce precise construction documents and collaborate on engineering solutions.

## **PYTHON CERTIFICATATION COURSE**

**simplilearn.com**

Completed the Python Basic course, gaining foundational knowledge in programming concepts, including variables, data types, control structures, functions, and error handling. Developed practical skills in writing clean, efficient code and solving real-world problems through hands-on projects and exercises.

## **PYTHON 3 CERTIFICATATION COURSE**

Completed comprehensive training in Python 3, focusing on core programming concepts, data structures, and algorithms. Gained hands-on experience in writing Python scripts, automating tasks, and developing applications. Enhanced problem-solving skills and learned best practices in code optimization and debugging techniques.

## **DATA ANALYSIS AND BUSINESS INTELLIGENCE**

**Virtual University – digiskill.pk.** Pakistan

Developed proficiency in data analysis techniques, utilizing tools such as Excel, SQL, and Tableau. Gained expertise in interpreting data patterns, creating informative dashboards, and generating actionable business insights. Enhanced critical thinking and problem-solving skills through real-world case studies and projects.

## **DIGITAL LITERACY**

**Virtual University – digiskill.pk.** Pakistan

Developed foundational skills in using digital tools and technologies, including internet navigation, online communication, and data management. Gained proficiency in critical thinking and problem-solving through the application of digital resources, enhancing overall digital fluency and preparing for various workplace environments.

## **FREELANCE**

**Virtual University – digiskill.pk.** Pakistan

Acquired practical skills in self-management, client communication, and project delivery through various freelance projects. Developed expertise in time management, market research, and negotiation, while enhancing creativity and adaptability. Gained hands-on experience in marketing services and maintaining client relationships.

## **SEO**

**Virtual University – digiskill.pk.** Pakistan

Completed comprehensive SEO course focusing on keyword research, on-page and off-page optimization, link building strategies, and analytics. Developed skills in optimizing website content for search engines, enhancing visibility, and driving organic traffic. Gained practical experience in using SEO tools and implementing best practices.

#### **DIGITAL MARKETING**

**Virtual University – digiskill.pk.** Pakistan

Acquired comprehensive knowledge in digital marketing strategies, including SEO, social media marketing, email campaigns, and content creation. Developed skills in data analysis to optimize campaign performance and enhance user engagement. Gained hands-on experience with various marketing tools and platforms to drive brand growth.

#### **VIRTUAL ASSISTANT**

**Virtual University – digiskill.pk.** Pakistan

Completed a comprehensive Virtual Assistant course, developing skills in administrative support, time management, and communication. Gained proficiency in task prioritization, calendar management, email correspondence, and client relationship management, enhancing organizational efficiency and remote collaboration capabilities.

#### **CREATIVE WRITING**

**Virtual University Digiskill.pk.** Pakistan

Developed storytelling techniques through various writing exercises, including character development, plot structuring, and dialogue crafting. Enhanced creative expression and critical analysis skills by participating in peer reviews and workshops, ultimately refining my voice and style as a writer.

#### **OFFICE AUTOMATION**

**Skills Development Council Peshawar.** Peshawar, Kpk, Pakistan

Completed a comprehensive Office Automation course focusing on software applications and tools essential for efficient office management. Gained proficiency in word processing, spreadsheets, and presentation software, enhancing productivity and data organization skills. Developed a strong foundation in document management and automation techniques.

#### **GRAPHIC DESIGNING**

**Virtual University Digiskill.pk.** Kpk Pakistan

Developed proficiency in design software such as Adobe Photoshop and Illustrator. Created visually compelling graphics for various media, including print and digital. Gained skills in typography, color theory, and layout design, enabling the production of effective marketing materials and enhancing visual communication strategies.