



# MUHAMMAD SAAD

## Junior Executive

### CONTACT ME

📍 Deema apartments, Barsha heights, near Internet City Metro Station, Sheikh Zayed Road, Dubai, UAE

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### EDUCATION

#### Bachelor of Computer Science

University of Peshawar

Final grade: 3.34/4 GPA

10/2015 - 09/2019

#### High School Diploma

Govt College Peshawar

Final grade: 2nd Division

01/04/2012 - 01/05/2014

### SKILLS

- Internet Programming (HTML, CSS, JavaScript)
- WordPress Developer
- MS Office (Expert)
- Problem-Solving
- Leadership Potential
- Attention to Detail
- Customer Focus
- Analytical Skills

### LANGUAGES

- Pashto
- English

### CAREER OBJECTIVE

I am actively seeking a dynamic and challenging career opportunity that allows me to leverage my diverse skill set and abilities while providing an enriching professional environment conducive to growth and development. With a firm belief in the value of hard work and dedication, I am committed to contributing my talents and expertise to the fullest extent possible.

### WORKING EXPERIENCE

Junior Executive

24/01/2022 - Current

#### National Database & Registration Authority (NADRA) Government of Pakistan

##### Job Duties & Responsibilities:

- Assist in the implementation and execution of registration and identification processes in accordance with NADRA's policies and procedures.
- Provide support in managing databases and registration systems, ensuring accuracy, completeness, and security of data.
- Assist in verifying and authenticating individuals' identities, documents, and information as per established protocols.
- Respond to inquiries and provide assistance to applicants regarding registration procedures, document requirements, and other related matters.
- Handle administrative tasks such as filing, record-keeping, and document management to ensure efficient operations.
- Assist in the issuance of identity cards, certificates, and other official documents, following established guidelines and timelines.

Administration Manager

12/11/2019 - 24/01/2022

#### Pak Medical Center & Hospital

##### Job Duties & Responsibilities

- Oversee the day-to-day operations of the administrative department, ensuring efficient and effective management of resources.
- Develop, implement, and enforce policies, procedures, and protocols to streamline administrative processes and enhance operational efficiency.
- Supervise and lead a team of administrative staff, providing guidance, training, and performance feedback to ensure high-quality service delivery.
- Coordinate with department heads and senior management to identify administrative needs and develop strategies to address them proactively.
- Maintain accurate records and documentation related to staffing, budgets, expenditures, and other administrative matters, ensuring compliance with regulatory requirements.