

# Muhammad Mujahid S/O Muhammad Aleem

**Postal Address:** R-44, Block- 8A, Pink Residency, Gulistan-e-Johar, Karachi

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## Objective:

To work for an organization this provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

## Experienced:

### **CHINIOT GENERAL HOSPITAL:**

#### **Working as a Marketing Assistant**

**2-Nov-2019 to Continue**

- Update corporate client data base and filling system for all patient related activities.
- Maintain and file medical reports and other patient related material.
- Participate in customer feedback surveys.
- Maintain data base of all corporate client.
- Refer instance of errors in Billings or lapses in service advised by corporation patient.
- Assist in collation of information for promotion literature.
- Compile article and promotion material of interest to the hospital.
- Assist medical staff in counseling and managing patient families in grief.
- Promote and activity participate in customer care and quality assurance.
- Perform any other work assigned by the departmental manager from time to time.

### **BYCO PETROLEUM PAKISTAN LIMITED**

#### **Worked as a Internee (Paid Internship of Four Weeks - 15th Feb, 2017 to 15th March 2017)**

- Simplified Overall CDU.
- Major Refinery Products and Test.
- Material and energy balances for refinery processes.
- Separation Process (Atmospheric Distillation, lube oil extraction).
- Polymerization, isomerization, reforming, catalytic cracking, hydro treating.

### **GOVT COLLEGE OF COMMERCE AND ECONOMICS (EVENING)**

#### **Worked as a office Assistant**

**(07April2014 to 31October2016)**

- Operates office equipment such a sprinter, copy machine, fax machine, service as Liaison with service and vendor personnel.
- Use a personal computer and variety of office software application including Word processing, email, and file management create documents in word or uses Predefined templates and form letters. Creates or maintains files in excel also Use of power point presentation and use access or other databases.
- Provides direct or indirect assistance to academic functions and services. This Includes room or class scheduling, administration of student's records, test Administration and scoring, supporting and general support.

## Certificate Of Acknowledgment:

- ✓ **CIT - (Computer Information Technology)**
- ✓ **DYNAMIC OF SUPPLY CHAIN MANAGEMENT IN OIL AND GAS INDUSTRY.**  
Delivered by Mr. Imran Ejaz (Officer-Sourcing)
- ✓ **TYPES OF CORROSION AND ITS PREVENTION METHODS.**
- ✓ Delivered by Mr. Muhammad Ali (Sr. Inspection Engineer) SGS Pakistan (Pvt.) Limited

## Academic Qualification:

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### **Petroleum Technology - M.Sc**

*From University of Karachi*

> Advance Drilling Engineering > Reservoir Engineering > Pipeline Engineering **2018**

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### **Petroleum Technology B.Sc (Hons)**

*From University of Karachi*

> Well Logging > Well Completion > Mud Logging > Petroleum Refinery **2017**

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### **Intermediate (Pre-Engineering)**

*D.J Sindh Govt Science College*

**2013**

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### **Matric (science)**

*Taj Tarbeeyat Project English High Secondary School, Karachi,*

**2011**

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## Skills:

### **Technical work**

- ✓ Petrol Generator Engine Assembling & Disassembling Including Troubleshooting
- ✓ Electric Wiring of Home UPS's

### **Office Automation**

- ✓ MS Word, Excel, PowerPoint, Access, and Internet

### **Web Designing & Desktop Publishing**

- ✓ HTML, CSS, Photoshop, Flash, Dream weaver, In page, CorelDraw

### **Operating System**

- ✓ Microsoft Windows Seven, Xp & Vista

### **Core Hardware & PC Maintenance**

- ✓ Windows Installation, Troubleshooting, Installation Problems, Window Boot Process.

### **Typing speed**

- ✓ 30-35 WPM

## Personal:

Name	: Muhammad Mujahid
Father's Name	: Muhammad Aleem
Date of Birth	: 03-May-1994
CNIC	: 42201-7536013-1
Religion	: Islam
Nationality	: Pakistani
Domicile	: Karachi

## Reference:

Available on request.