



# MUHAMMAD YOUNIS

## PROFILE

Self-motivated and hard worker with a warm and friendly demeanor always! Skilled at conflict resolution. Team builder who is acutely attentive to problems and ways to resolving them. Punctual, Problem solver and avoid multitasking. Track record of competitive environment and instrumental in providing effective solutions that produce immediate impact and contribute to the establishment's long-term success.

## CONTACT

**PHONE:**  
+923083147789

**EMAIL:**  
enr\_younis@yahoo.com

## ACTIVITIES AND INTERESTS

Internet Surfing  
Book reading  
cricket

## SKILLS

MS Office  
Interpersonal  
Teamwork  
Pressure Handling

## WORK EXPERIENCE

Government of Sindh, School Education & Literacy Department

**MONITORING OFFICER** ( August 2022 – Present )

- Performing all job-related duties and assisting Cmo's about performance functions.
- Evaluating and analyzing the data through SSMS of schools and visit reports submitted through filed visits.
- Evaluating and analyzing the data through SSMS app for schools and visit reports submitted through filed visits.
- Sharing the comprehensive reports to higher-ups on monthly basis.

**MONITORING ASSISTANT** ( April 2016 – Aug 2022 )

- Under the 'Monitoring & Evolution Policy" following all the codes and protocols with assigned tasks and responsibilities.
- Completing all assigned targets with effective plans and execution in timely manner.
- Conducting daily visit reports and submitting to higher authority.

## EDUCATION

QUEST Nawabshah (2013)

B.E. (Electrical)

Study of Testing, Commissioning & Protection of Power Transformer

BISE Sukkur

-INTERMEDIATE (2008)

-MATRICULATION (2006)

## ACHEIVEMENTS

- Position holder in bachelor degree with 88.27%
- "Best performer of the year" consecutively for two years in Monitoring Assistant tenure (2020-21 & 2021-22).

## CERTIFICATION

- Programmable logic controller (PLC)
- Capacity Building Training (Communication & Presentation Skills)
- Smart Communication System Environment & Job Hunting