

Resume

Mr. Mohammad Iqbal Kaloo

S/o Ab Ahad Kaloo

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Employer: -University of Kashmir, North Campus, Delina Baramulla

Profile

I'm Mohammad Iqbal Kaloo, With Master Degree in Public Administration. I'm specialist in handling and managing day to day team work operation with considerable experience.

Education

*Master's Degree in Public Administration India

Indira Gandhi National Open University, India

*Bachelor Degree in Arts Stream at Govt Degree College (boys) Baramulla, India

*One Year Diploma in Computer Course.

Personal skills

*Computer skills: Proficient in Microsoft

Office Suite (Word, Excel, PowerPoint).

* University of Kashmir, Collation, Stamping and Accessioning of the books at Allama Iqbal Library.

* Experience in leading team and organizing events.

Work Experience.

*Ten years' Experience of working at University of Kashmir, North Campus.

*Work Experience of Collation, Stamping and Accessioning of the books at University of Kashmir, North Campus.

*Work Experience at University of Kashmir, Departments and Administration units.

*Preparing and Maintaining Software Installation in Computer labs at University of Kashmir, North Campus.

* Maintaining Equipment's in Smart Classes and Computer Labs University of Kashmir, North Campus.

*Work Experiences Computer Operating work, Office Work, Administrative work, University of Kashmir, North Campus.

*Work Experience of Examination Related Activities at University of Kashmir, North Campus.

