

Mujtaba Ali Goundal

OBJECTIVE To excel in the field of teaching, through a well-reputed and progressive organization providing opportunities for professional development.

- QUALIFICATION**
- **MS TQM (MS TOTAL QUALITY MANAGEMENT)**
Thesis Topic: **Rationalization of TQM In Pakistani Universities Through Human Resource Information System (HRIS): Benefits, Barriers, Reasons for Failure**
2013-2015 INSTITUTE OF QUALITY TECHNOLOGY MANAGEMENT,
UNIVERSITY OF THE PUNJAB, LAHORE.
 - **MHRM MASTER in HUMAN RESOURCES MANAGEMENT Spec. in Information System. (HRM with MIS)**
2003-2005 INSTITUTE OF ADMINISTRATIVE SCIENCES,
UNIVERSITY OF THE PUNJAB, LAHORE.
 - **B.C.S. Bachelor of Computer Sciences**
1999-2002 ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD,
(Study Centre in Lahore).
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- EXPERIENCE**
- JANUARY 2011-TO-DATE INFORMATION TECHNOLOGY CENTRE,
UNIVERSITY OF THE PUNJAB, LAHORE**
- Deputy Director - (BPS-18)**
- Performing as **Super Focal Person** Laptop Distribution in the university, liaison between Higher Education Commission for PM Laptop Scheme and Higher Education Department, Punjab Government for CM Laptop Scheme.
 - Performing as **Proctor** for conducting Microsoft Office Specialist (**MOS**) certification in the University.
 - Performed functions as **Project Manager** in implementing an **ERP - PeopleSoft Campus Management Solution (CMS)** in the University, a project from Higher Education Commission (HEC) to computerized campus system in university.
 - Installation, Configuration & Troubleshooting of Windows / AIX based servers.
 - Managing the Data Centre of IBM server machine (P-570 & 550 series) AIX based server. (Managing 3 environments: **Production, Stage, Dev**).
 - Responsible for Data Centre.
 - Liaison with university departments for implementation & new features in **CMS & website**.
 - **In-Charge** Web Section.
 - Member of Departmental Purchase Committee.
 - Focal Person of PM Laptop Scheme in University of the Punjab.
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**JUNE 2005-TO-December 2010 INFORMATION TECHNOLOGY CENTRE,
UNIVERSITY OF THE PUNJAB, LAHORE**

- Admin Officer Web - (BPS-16)**
- Performing functions as **FUNCTIONAL TEAM-LEAD** in implementing **PeopleSoft Campus Management Solution (CMS)** in the University, a project from Higher Education Commission (HEC) to computerized Admission system in university.
 - Perform all the functional activities in PeopleSoft Campus Management Solution. (i.e. Recruitment & Admissions, Student Financials, Academic Advisements, Student Records, Grade Books)
 - Managing the Data Centre of IBM server machine (P-570 series) AIX based server. (Managing 3 environments **Production, Stage and Development**)
 - Liaison with university faculty/ staff members for new features in **CMS and PU website**.
 - Manage/ Incharge Web Section of Punjab University. Deals with all the development, design and maintenance of website.

JUNE 2002-MAY 2005

**INFORMATION TECHNOLOGY CENTRE,
UNIVERSITY OF THE PUNJAB, LAHORE**

Web Master

- Manage the Website of the Punjab University
 - ✓ Develop & Design dynamic website of the University.
 - ✓ Manage websites of all the departments of the university.
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INTERESTS

- **Teaching (PFB Subjects)**

<ul style="list-style-type: none">✓ Introduction to Computer Applications (Computer Literacy)✓ ERP Systems✓ HRIS✓ E-Commerce✓ Quality Management System/ Principal	<ul style="list-style-type: none">✓ Management Information Science (MIS)✓ Human Resource Management✓ Database Management System✓ Health & Safety Environment✓ Computer Application and IT in Buss.✓ Web Design and Online Marketing
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**CONFERENCE
WORKSHOP &
TRAININGS**

- National Conference on **“EMERGING TRENDS IN GOVERNANCE AND MANAGEMENT IN PAKISTAN”**.
 - ✓ Organized by Institute of Administrative Sciences, University of the Punjab from 30th May to 21st May 2016.
 - **Attend 6 days Workshop on Real World Management Skills Program**
 - ✓ Held in Institute of Administrative Sciences, University of the Punjab from 30th January to 4th February 2006. Organized by Human Resources Development Centre, PU.
 - **Attend 10 days Functional Training of PeopleSoft Campus Solution**
 - ✓ Held in Techlogix, (Pvt) Ltd. Pakistan from 18th August to 29th August 2008.
 - ✓ Held in Techlogix, (Pvt) Ltd. Pakistan from 1st June to 15th June 2010.
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**PROFESSIONAL
EXPERTISE**

- **Management Skills**
 - ✓ Leadership, Team Building & Ability to communicate fluently & effectively.
 - ✓ Spirit to cope with pressures of tight deadlines & demanding schedules.
 - ✓ Ability to "think outside the box", develop & adopt new approaches
 - **Computer Skills**
 - ✓ Windows/ Linux based networking, Deals with HRIS software, Proficient in Microsoft Office tools, Proficient in Computer programming and databases.
 - **Web Technologies & Designing & Animating Tools:**
 - ✓ People Tool, PHP, ASP, HTML, Java Script, Dreamweaver, Photoshop, Fireworks, Flash.
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**AWARDS &
REWARDS**

- As **Proctor** from University of the Punjab **Stood First** among **all Pakistani universities** to conduct maximum number of Microsoft Office Specialist (MOS) certification in 2018.
 - **Cash prizes from:**
 - ✓ Vice Chancellor PU for training of PU employees (Staff Training Programs), organized by Information Technology Centre. (Twice)
 - ✓ Vice-Chancellor PU for preparing presentations. (Above 10 times)
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**PERSONAL
IDENTIFICATION**

- Father Name: Munaver Ali Goundal
 - Date of Birth: 26th April 1980
 - Nationally: Pakistani
 - Religion: Islam
 - Marital Status: Married
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REFERENCES

Available if required.