

MUHAMMAD JUNAID

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📍 AR Rimal, Riyadh

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PERSONAL PROFILE

Detail-oriented and dependable professional with over 4 years of diverse experience in academic instruction, back-office operations, and freelance publishing services. Skilled in documentation, exam management, administrative coordination, and book formatting for self-publishing authors. Known for strong time management, problem-solving, and consistent quality in delivery. Seeking to contribute to a dynamic organization that values reliability and versatility.

PROFESSIONAL EXPERIENCE

Freelance Book Formatter & Cover Designer

December 2023 – Present

Fiverr Marketplace (Remote)

- Successfully formatted and designed books for Amazon KDP, IngramSpark, Lulu, and other platforms.
- Specialized in fiction, non-fiction, and illustrated formats (eBook and paperback).
- Created A+ Content and banners to improve book visibility.
- Used tools: MS Word, Canva, Kindle Create, Adobe InDesign, Calibre.
- Maintained 5-star ratings through timely delivery and professional communication.

Back Office Administrator

Jan 2023 – Present

Office of the Assistant Education Officer (Markaz Hasilpur old), Pakistan

- Maintained records, handled correspondence, and managed internal documentation.
- Coordinated with other departments for data accuracy and reporting.
- Prepared presentations and reports for the Admin Manager.
- Handled confidential documents with discretion.

Admin Assistant

May 2021 – Jan 2023

Office of Assistant Education Officer (Markaz: 79/F), Punjab

- Provided clerical support including filing, scanning, and printing.
- Scheduled appointments and maintained meeting calendars.
- Assisted in procurement and office supply management.
- Followed up on invoices and petty cash records.

Physics Lecturer

Feb 2021 – May 2021

Govt. Associate College, Khairpur Tamewali

- Teaching Physics to intermediate and bachelor-level students.
- Preparing and conducting internal assessments and board examinations.
- Managing academic records, class discipline, and test result compilation.
- Assisting in educational planning and quality assurance activities.

EDUCATION

Master of Science in Physics

The Islamia University of Bahawalpur

2018 – 2020 | CGPA: 3.70/4.0

Bachelor of Science in Physics

The Islamia University of Bahawalpur

2014 – 2018 | Marks Percentage: 83%

CERTIFICATIONS & SHORT COURSES

Introduction to Computers – Microsoft

Introduction to Using Computers – Coursera

Computer Application – Millat College Ahmad Pur East

Getting Started with Microsoft Excel – Coursera

Getting Started with Microsoft Word – Coursera

Make a Table of Contents, Footnotes, and More with Word – Coursera

Editing Table of Contents and Layouts in Microsoft Word – Coursera

Conditional Formatting, Tables and Charts in Microsoft Excel – Coursera

Using Date and Time Functions in Excel – Coursera

Work Smarter with Microsoft Word – Microsoft

Work Smarter with Microsoft Excel – Microsoft

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Data Entry & Filing
- Document Management
- Strong Communication
- Attention to Detail
- ERP (basic knowledge)
- Book Formatting & Layout Design
- Canva, Kindle Create, Adobe InDesign, Calibre
- Document Management & Digital Filing
- A+ Content Creation for Amazon
- ERP Navigation (Basic)

STRENGTHS & ATTRIBUTES

- Reliable and Organized
- Team Collaboration
- Strong Communication
- Strong Time Management
- Problem Solving and Initiative
- Detail-Oriented Execution
- Confidentiality and Integrity

ACHIEVEMENTS

- Selected for Prime Minister's Fee Reimbursement Scholarship
- Selected for Prime Minister Laptop Scheme
- B.Sc Highest Scorer in College & City
- Selected as Elementary Education Teacher
- English Proficiency Certificate

LANGUAGES

- **English** – Fluent
- **Urdu** – Native

REFERENCES

- Available upon request.