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Mohallah Qudratabad Near
Ekhwani CNG Station Chuti
Pull Peshawar Road Charsadda,
Charsadda, 25000, Pakistan

SKILLS

Installation of Hardware &
Software

MS Office (Word, Power Point,
Excel and Access)

Use of IT Equipment (Multimedia,
Photocopier, Scanner, Fax etc)

LANGUAGES

English

URDU

PASHTO

IMRAN ULLAH

COMPUTER OPERATOR/OFFICE ASSISTANT

ABOUT ME

14 Years of official work experience with the following responsibilities:

- Assist staff and students in day to day matters
- Data Entry and Record-Keeping
- Updating Website etc
- Upload course materials, lectures, tests, quizzes etc
- Arrangement of Online Classes / Staff Meetings through Google Meet, zoom etc
- Maintenance of Computer Software and hardware Local Area Networking & Trouble Shooting
- Monitoring of CCTV Cameras
- A well-known use of IT Equipment (i.e. Copier, Fax, Scanner, Multimedia etc)

EDUCATION

1 Year Diploma in Information Technology

KP Board of Technical Education / Peshawar / 2015

Bachelor of Arts

University of Peshawar / Peshawar / 2015

F.Sc

Board of Intermediate and Secondary Education / Peshawar / 2009

WORK EXPERIENCE

COMPUTER OPERATOR/DEALING ASSISTANT

LAW COLLEGE, UNIVERSITY OF PESHAWAR / PESHAWAR, PAKISTAN
/ Oct 2009 - Jul 2020

11 Years of official work experience with following responsibilities:

- P.S to Principal Law College, University of Peshawar
- Dealing matters related to LLB 5-Year program i.e. (Admission, Examination, Hostel Accommodation etc)
- Design and maintain Database for LLB 5-Year (semester program)
- Data Entry and Record-Keeping
- Preparation of Results and Transcripts Updating College Website and Institutional Research Journal Website etc
- Upload course materials, lectures, tests, quizzes etc on LMS during covid-19 pandemic
- Arrangement of Online Classes / Staff Meetings through Google Meet etc
- Maintenance of Computer Software and hardware Local Area Networking & Trouble Shooting Monitoring of CCTV Cameras
- Well-known use of IT Equipment (i.e. Copier, Fax, Scanner, Multimedia etc)

OFFICE ASSISTANT

CECOS UNIVERSITY OF IT AND EMERGING SCIENCES, / PESHAWAR
/ Apr 2022 - Present

1.5 Year of official work experience with following responsibilities:

- P.S to Head of Architecture Department
- Dealing matters related to (Admission, Examination etc)
- Data Entry and Record-Keeping
- Upload course materials, lectures, tests, quizzes etc on CMS
- Arrangement of Online Classes / Staff Meetings through Google Meet etc
- Maintenance of Computer Software and hardware Local Area Networking & Trouble Shooting
- Well-known use of IT Equipment (i.e. Copier, Fax, Scanner, Multimedia etc)

CERTIFICATES

MS OFFICE (WORD, EXCEL, POWER POINT, ACCESS ETC)
PESHAWAR

COMPUTER TYPING & STENOGRAPHY
CHARSADDA