



IMRAN ULLAH

COMPUTER OPERATOR/OFFICE ASSISTANT



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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

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