



Ishtiaq Ahmed

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WORK EXPERIENCE

01/09/2019 – CURRENT

EDUCATION AND TRAINING CONSULTANT SEEDS SCHOOL OF EXCELLENCE

To manage day to day activities.
To perform administrative duties.
To manage and supervise examination duties.
To train new faculty members.
To manage PTMs (Parent Teachers Meetings).
To conduct different events.
To perform teaching and counselling duties at senior classes.
To maintain Computer Labs up to mark.
To develop relations with General Good Suppliers.
To manage and handle all administration activities.
To manage and handle all the Accounts activities and tasks assigned by CEO's.

15/04/2017 – 31/08/2019

ADMIN FINANCE MANAGER BAGHBAN DEVELOPMENT ORGANIZATION (BDO/NGO)

To handle the account and cash flow of the organization.
Cost detailing of the inventory items and buying / selling of different products of the organization.
To maintain all the employee's data in computerized system.
To perform procurement activities as assigned by CEO.
To maintain all the financial tasks.
To up to date all the organization data up to mark for Auditors. .

01/10/2015 – 31/03/2017

ADMINISTRATIVE MANAGER PEF POST GRADUATE UNIVERSITY COLLEGE

Managing the clerical and admin duties of the college.
To interact with other institutions and Government bodies for data and information.
To coordinate with local Education Board for Yearly Examination setup.
To deal with court matters as legal supervisor.
To maintain all the students and faculty members data up to date in computerized software.

01/09/2011 – 31/12/2014

INFORMATION AND COMMUNICATION TECHNOLOGY COORDINATOR BEACON HOUSE SCHOOL SYSTEM

Managing all the organization task on ERP system.
To handle all the students, record on ERP system.
To teach IT/ICT from Grade1 to Grade 12 and O & A Level classes.
To organize different activities among students and Faculty members.
To manage exams as Examination Supervisor.
To handle all the Faculty members data on online ERP System.
To maintain all the IT Labs in different branches of organization.

01/08/2000 – 31/07/2011

SUBJECT COORDINATOR THE CITY SCHOOL (PVT) LTD

Managing all the organization task on ERP system.
To handle all the students, record on ERP system.
To handle all new faculty members data during hiring process.
To teach ICT and other subjects from Grade 1 to Grade 12 O & A Level classes.

01/06/1999 – 31/05/2000

ACCOUNTS CUM COMPUTER ADMIN MOHSIN MATCH FACTORY (PVT) LTD

To maintain all the vouchers, journals and accounts detail in designed computer software.
To maintain all the factory workers records up to date.
To maintain all the employees of the Units about their O/Time and different shifts records.

01/09/2005 – 31/12/2008

HR MANAGER & NETWORK ADMINISTRATOR (PART TIME WORKER) AVIA PHONE COMPANY (PVT) LTD

To maintain all the organization employees records up to date in ERP System.
To give trainings to the newly hired employees.
To maintain all the inventory record of the organization.
To schedule the meetings with the different Public and Privat sector organizations.
To supervise all the employees designated areas as per assigned by the MD.

01/09/2009 – 31/12/2011

HR MANAGER & ACCOUNTANT (PART TIME WORKER) BAR B Q IN RESTAURANT

Manage the day-to-day accounting activities,
including accounts payable, accounts receivable, payroll, and general ledger.
Ensure accurate and timely recording of financial transactions, including invoices, receipts, and payments.
Reconcile bank statements and perform periodic audits of financial records to ensure accuracy and compliance.
Prepare financial statements, including profit and loss statements, balance sheets, and cash flow statements.
Analyse financial data and provide insights to support management decision-making and strategic planning.
Monitor and control expenses, identifying areas for cost reduction and process improvement.
Assist in budget preparation and forecasting, providing financial insights and recommendations.
Prepare and submit tax filings, ensuring compliance with tax laws and regulations.

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● **EDUCATION AND TRAINING**

01/08/2012 – 15/02/2014 Peshawar, Pakistan

MASTER OF INTERNATIONAL RELATIONS University Of Peshawar

Address 25000, Peshawar, Pakistan

09/2008 – 25/03/2013 Peshawar, Pakistan

MASTERS OF COMPUTER SCIENCE Abasyn University

Address 25000, Peshawar, Pakistan

09/1995 – 20/02/1999 Peshawar, Pakistan

BACHELOR OF ARTS University Of Peshawar

Address 25000, Peshawar, Pakistan

08/1993 – 11/1994 Peshawar, Pakistan

HSSC (INTERMEDIATE EXAMINATION) BISE Peshawar

Address 25000, Peshawar, Pakistan

08/10/2012 – 08/12/2014 Peshawar, Pakistan

PROFESSIONAL CERTIFIED MANAGER (PCM) Pakistan Institute Of Modern Studies

06/11/2023 – 29/02/2024 Peshawar, Pakistan

DIGITAL MARKETING DigiSkills

Website <https://digiskills.pk>

05/07/2023 – 31/10/2023 Peshawar, Pakistan

QUICKBOOKS DigiSkills

Website <https://digiskills.pk>

11/02/2024 – 11/02/2024 Peshawar, Pakistan

TECHNOLOGY INTEGRATION IN THE ENGLISH CLASSROOMS OXFORD University Press

Website <https://oup.com.pk>

12/02/2024 – 12/02/2024 Peshawar, Pakistan

ACTIVITIES FOR SECONDARY ENGLISH LESSONS OXFORD University Press

Website <https://oup.com.pk>

13/02/2024 – 13/02/2024 Peshawar, Pakistan

CREATIVITY THROUGH ARTS AND CRAFTS OXFORD University Press

Website <https://oup.com.pk>

14/02/2024 – 14/02/2024 Peshawar, Pakistan

THE ART OF POSSIBILITIES (STEAM APPROACH) OXFORD University Press

Website <https://oup.com.pk>

● LANGUAGE SKILLS

Mother tongue(s): **PASHTO** | **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
PANJABI	C2	C2	C2	C2	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Outlook | Google Docs | LinkedIn | Good listener and communicator | Skype | Organizational and planning skills | Microsoft Office | Zoom | Team-work oriented | Google Drive | Facebook | Instagram | Decision-making | Social Media | Written and Verbal skills | Reliability | Responsibility | Gmail | Motivated | Flexibility | Critical thinking | Creativity | Internet user | Strategic Planning