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| Village & PO Pabbi Muhallah Makki Masjid Tehsil Pabbi District Nowshera, KP, Pakistan  D.O.B: Feb 22, 1973  Contact: +92-321-9860364  +92-345-9100174  Whatsapp: +92 321-9860364  Principalfeb1973@gmail.com ABOUT ME A skilled communicator, highly organized, confidant professional with outstanding leadership capabilities, to effectively coordinate tasks, accomplish projects with timeliness and creativity A positive high energy with enthusiasm for technology to control cost and increase profitability. I am seeking a responsible career opportunity in a dynamic and challenging work environment where I can utilize my training, IT, HR and managerial skills while making significant contribution to the success of my employer. SKILLSWORK  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Training/ Instructing |  |  |  |  |  | | Analytical |  |  |  |  |  | | Leadership |  |  |  |  |  | | Computer/IT Skills |  |  |  |  |  | | Initiative |  |  |  |  |  |  PERSONAL  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | COMMUNICATION |  |  |  |  |  | | ORGANIZATION |  |  |  |  |  | | TEAM PLAYER |  |  |  |  |  | | CREATIVITY |  |  |  |  |  | | SOCIAL |  |  |  |  |  | |  |  |  |  |  |  |  Honours & AwardsIVQ L-III Chief Master Trainer/Lead AssessorChief of Air Staff Commendation Certificate  * **Academic Medal in Abasyn University Peshawar by securing 1st Position in Master of Computer Science** * Category ‘B’ Instructor in PAF * Green Endorsement Strip at Pre Trade Training School PAF Base Kohat * 5th Position in All Pakistan Essay Writing Competition * Special Price in Essay Writing Competition | IRFAN AHMAD  Post applied for: EXPERIENCE  * **Principal/Administrator**   **KP-STVET (KP-TEVTA) Govt of Khyber Pakhtunkhwa**  (29 Jul 2016 – Till Date)   * **Principal The Muslim School & College Tarnab Campus, Peshawar**   (15 Aug 2014 - 23 Nov 2015)   * **Administrative Officer Elementary Education Foundation (EEF) (Bacha Khan Model School Pabbi, Nowshera)**   (29 May 2012 - 14 Aug 2013) Junior Commissioned Officer in Pakistan Air Force (PAF) **(Information Technology & Training Departments)** (01 Feb 1993 – 22 Feb 2011)EDUCATION **Advance Specialist Diploma in Teaching, Training & Learning Assessment**  Assessment College of South Africa( Comp Year 2019 )  **Specialist Diploma in Teaching, Training & Learning Assessment**  Assessment College of South Africa( Comp Year 2019 )  **Master in English Literature**  ( Comp Year 2001 )  University of Peshawar, KP, Pakistan **Marks 497/1100**  **Master of Computer Science (Academic Medalist)** ( Comp Year 2009 )  Abasyn University Peshawar Campus, KP, Pakistan **CGPA 3.83/4.0**  **Master of Education (M.Ed)** ( Comp Year 2016 )  Northern University Nowshera, KP, Pakistan **CGPA 2.06/4.0**  **Bachelor of Education (B.Ed)** ( Comp Year 2015 )  Northern University Nowshera, KP, Pakistan **CGPA 2.56/4.0**  **Bachelor of Science (B.Sc)** ( Comp Year 1997 )  University of Peshawar, KP, Pakistan **Marks 349/550** PROFESSIONAL TRAININGS & CERITIFICATES  * Basic & Advance Training of IT Pakistan Air Force 1993-94 * SNCOs Disciplinary Course Pakistan Air Force 1999 * MS-Office Suite Pakistan Air Force 2002 * IT Resource Management Course (Ops) Pakistan Air Force 2003 * Skill Improvement Program (Advance) Pakistan Air Force 2006 * Pedagogical, Cognitive & Lang Skill Pakistan Air Force 2006   (Teaching Techniques Course in Pakistan Air Force)   * Junior Commissioned Off Course (Trade) Pakistan Air Force 2007 * Skill Enhancement Program Management Course   Pakistan Air Force 2008   * CCNA Course IT Switchers Peshawar 2010 * Trainer of Trainers (TOT) Dudely College London 2019 |
|  | REFERENCES To be furnished upon demand |