

CURRICULUM VITAE

MUHAMMAD TUFAIL KHAN

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OBJECTIVES:

To become a part of a dynamic group where I could further explore the skills and capabilities which I gained in the whole academic career and serve in a challenging work environment and to work in an environment with vast opportunities of career development based upon the achievements and results.

PERSONAL DATA:

❖ **Father Name:** Muhammad Hamid Shah (Late)
❖ **Date of Birth:** 15/04/1994
❖ **Domicile:** Peshawar (KPK)
❖ **Nationality:** Pakistani
❖ **CNIC No:** 17301-5704339-5
❖ **Religion:** Islam
❖ **Marital Status:** Married

EDUCATION (Academic/Professional Qualification)

Degree/Certificate	Subject	Board/University	Year Passing	Division
M.Phil	Economics	Abasyn University	In Process	
M.Sc	Economics	University of Peshawar	2021	1 st
MA	Islamiat	University of Peshawar	2018	2 nd
BA	Arts	University of Peshawar	2016	2 nd
DAE	Civil	Board of Tech: Education Pesh:	2013	1 st
SSC	Science	Board of Inter: & Sec: Edu: Pesh:	2010	1 st
DIT	Computer	Board of Tech: Education Pesh:	2017	1 st

COMPUTER SKILLS

- ❖ MS-Windows Installation 2007 to latest versions
- ❖ Internet Explorer/Troubleshooting etc
- ❖ MS office → MS Word, MS Excel, MS Power Point
- ❖ MS Access → DBMS, RDBMS, Hyperlink etc
- ❖ Graphic/Logo Designing → Corel Draw, Adobe Illustrator, Adobe Photoshop CC
- ❖ Computer typing speed → 50+ wpm
- ❖ All types of software installation

CERTIFICATES IN SHORT COURSE:

- ❖ Typing certificate.
- ❖ Office Automation.
- ❖ English Language.
- ❖ Auto CAD.

LANGUAGES: READING WRITING SPEAKING

❖ English Excellent Excellent Excellent
❖ Urdu Excellent Excellent Excellent
❖ Pashto Excellent Good Maternal

PERSONAL SKILLS

- ❖ Excellent in communication in written and verbal both.
- ❖ Confident: Trusting, fully assured, belief, trust in yourself
- ❖ Energetic: Active, full of life, vigorous, punctual and energetic worker
- ❖ Cooperative: Workaholic and wholehearted understanding with others.



CURRICULUM VITAE



HOBBIES:

- ❖ Playing cricket, Football, Athletics and much more games.
- ❖ Reading books of knowledge, Poetry, Novels etc.



REFERENCES

- ❖ Mr. Zia-ur-Rehman Assistant Director Directorate of E&SE KPK(0333-9179218)
- ❖ Muhammad Asif Assistant Programmer Directorate of E&SE KPK (0301-8894193)



EXPERIENCE

1. Work as Clerk/Data Entry Operator in various sections

Planning and Development Section (File procedure/Typing Work as):

- ❖ Proposals for establishing new schools, upgrading schools, and additional facilities
- ❖ Proposals for repairs
- ❖ PC-I to PC-IV for schemes
- ❖ Preparation Annual Development Plan, DSC and DDAC Meetings
- ❖ Development Budget
- ❖ Any other duties assigned by the competent authority.

Administration Section (File procedure/Typing Work as):

- ❖ Posting/Transfer of Ministerial Staff
- ❖ Appointment/Adjustment of Ministerial Staff
- ❖ Promotion of Ministerial Staff
- ❖ Other work assign by the officers

Performing & Evaluation Report (PER) Section (File procedure/Typing Work as)

- ❖ Collection of PER/ACR from officials/Officers and keep in their proper Master file.
- ❖ Updation/Finalization of Seniorities from BS-17 to BS-20 (Teaching Cadre/Management Cadre)
- ❖ Quantification for the purpose of promotion cases.
- ❖ Collection of appeals and their correction as per committee decision in the seniority list.
- ❖ Other work assign by the officers.