

CURRICULUM VITAE

Career Objectives

I am extremely keen interest to seek better prospects and a progressive future career. I have outstanding capabilities and instincts which I shall prove to get a chance to work with you and will demonstrate my abilities and myself too.



Experience

- **COMPUTER OPERATOR / MENTOR**
IQRA SCHOOL & COLLEGE
May 2020 – September 2022

- Responsible for operating computer systems, performing preventive maintenance tasks, and teaching Computer courses as well.

- **LECTURER / ADMINISTRATOR**
BUNER INSTITUTE OF HEALTH SCIENCES
October 2022 – Currently working

- Develop, create, and deliver lectures, presentations. Plan and implement learning goals for students. Maintain and improve student evaluations. Coordinate office activities and operations to secure efficiency and compliance with institute policies.

Education

BCS (Honors)	2015 – 2019	ABDUL WALI KHAN UNIVERSITY Mardan
HSSC (Engineering)	2012 -2014	Board of intermediate & Secondary education Peshawar
SSC (Science)	2012	Board of intermediate & Secondary education Swat

Computer Skills

- MS world, MS Excel and PowerPoint
- Basic computer operations and programming
- Internet, email, Letters, Draft writing
- All software installation
- Graphic designing
- Data management
- Basic notions of computer manipulation

General skills

- Extensive experience in computer use and applications instruction
- Excellent facility with verbal and audiovisual instructional modes
- Strong abilities in student supervision to ensure optimal task performance
- Superior professional decision-making and judgment skills
- Outstanding written and oral communication skills

Bio Data

NAME: Arshad
FATHER NAME: Muhammad Ayaz
CNIC: 15102-0360011-3
NATIONALITY: Pakistani
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Languages

- English
- Urdu
- Pushto