

# CV Curriculum Vitae

## **Faizan Safi**

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**D.O.B:** 25, Sep-1991  
**Father's Name:** Lutfi Elahi  
**Nationality:** Pakistani.  
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**Domicile:** Peshawar  
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Khalesa-II, Peshawar City.

### **CAREER OBJECTIVE**

To Pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

### **ACADEMIC QUALIFICATION**

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| ❖ <b>Master in Arts (International Relation)</b><br>From: University of Peshawar   | <b>2016</b> |
| ❖ <b>Bachelor in Arts</b><br>From: University of Peshawar  | <b>2013</b> |
| ❖ <b>Diploma in Commerce (D.Com)</b><br>From: Khyber Pakhtunkhwa Board of Technical Education, Peshawar.                 | <b>2010</b> |
| ❖ <b>Diploma in information technology (D.I.T)</b><br>From: Khyber Pakhtunkhwa Board of Technical Education, Peshawar    | <b>2016</b> |
| ❖ <b>Secondary School Certificate Examination(SSC)</b><br>From: Board of intermediate and secondary Education, Peshawar. | <b>2008</b> |
| ❖ <b>Stenography/Typing</b><br>From: Al-Farooque Institute of Stenography (55-60 W.P.M )                                 | <b>2018</b> |

### **WORK EXPERIENCE**

**A) Modern Academy of Professional Studies(MAPS) Post-graduate College.**  
**Worked as Computer Operator (01-06-2012 to 21-12-2012)**

**Responsibilities/Accomplishments:**

- ❖ Prepare official letters.
- ❖ Provides data by operating a computer.
- ❖ Determines sequence of operations by studying production schedule.
- ❖ Performs defined tasks per documented instructions/processes.
- ❖ Prepares equipment for operations by accessing software in computer.
- ❖ Makes appropriate changes to the documentation, as needed.

**B) National College of Management Sciences (NCMS)**

**Worked as Student Affairs Officer (01-12-2013 to 15-01-2018)**

**Responsibilities/Accomplishments:**

- ❖ Student admissions all process.
- ❖ Preparing student personal files
- ❖ Student documents verification.
- ❖ Hostel management.
- ❖ Student facilitation.
- ❖ Correspondence with concern affiliated university.
- ❖ Preparing student monthly attendance record.

**C) Northwest School of Medicine (NWSM)**

**Worked as Student Affairs Officer (01-02-2018 to 08-10-2021)**

**Responsibilities/Accomplishments:**

- ❖ Student admissions all process. (MS Office & MIS)
- ❖ Preparing student personal files
- ❖ Student documents verification.
- ❖ Student facilitation.
- ❖ Correspondence with concern affiliated university.
- ❖ Correspondence with HERA, KMU & PMC/PM&DC.
- ❖ Preparing student monthly attendance record on MIS.
- ❖ Clinical coordination of students at hospital.
- ❖ **Faculty registration, faculty license renewal, faculty accreditation of experience.**

**D) Trans-Continental Pharma Pvt Ltd Public Private Partnership Government of KPK (2<sup>nd</sup> Shift)**

**Working as Computer Operator in HR Department (08-08-2022 to till date)**

**Responsibilities/Accomplishments:**

- ❖ Prepare official letters.
- ❖ Prepare employee data in excel.
- ❖ Prepare employee data for KP health foundation.
- ❖ Prepare employee data for P&D Department.
- ❖ Employee daily attendance record.
- ❖ Employee personal filing.
- ❖ Hiring/Firing process record & making pay roll.

**E) Muhammad College of Medicine**

**Working as Student Affairs Officer. (10-03-2022 to 04-08-2023)**

**Duties and Responsibilities**

- ❖ Student admissions all process.
- ❖ Preparing student personal files
- ❖ Student documents verification.
- ❖ Student facilitation.
- ❖ Correspondence with concern affiliated university.
- ❖ Correspondence with HERA, KMU & PMC/PM&DC.
- ❖ Preparing student monthly attendance record.
- ❖ **Faculty registration, faculty license renewal, faculty accreditation of experience.**

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**IT SKILLS:**

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- ❖ Internet applications.
- ❖ Excellent computer knowledge
- ❖ Impressive communication skills
- ❖ Excellent Accounts knowledge
- ❖ People oriented

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**LANGUAGES:**

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	<b>Writing</b>	<b>Reading</b>	<b>Understand</b>
<b>English</b>	<b>Excellent</b>	<b>Good</b>	<b>Good</b>
<b>Urdu</b>	<b>Excellent</b>	<b>Excellent</b>	<b>Excellent</b>
<b>Pashto</b>	<b>Good</b>	<b>Good</b>	<b>Excellent</b>

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**REFERENCE:**

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Will be furnished upon request.