



Ishtiaq Ahmed

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WORK EXPERIENCE

Assistant lecturer

SEEDS School of Excellence [01/09/2019 – Current]

City: Peshawar

Country: Pakistan

- To teach O & A Level (ICT/Computer Science, Islamiyat)
- 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 support subject teachers in IT Lab activities.

Admin Finance Manager

Baghban Development Organization (BDO/NGO) [15/04/2017 – 31/08/2019]

City: Peshawar

Country: Pakistan

- 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. .

Administrative manager

PEF Post Graduate University College [01/10/2015 – 31/03/2017]

City: Peshawar

Country: Pakistan

- Managing the clerical and admin duties of the college.
- To teach Intermediate, BBA (Hons), MS students (Islamiyat, Pakistan Studies Etc.)
- To interact with other institutions and Government bodies for data and information.
- To coordinate with local Education Board for Yearly Examination setup.
- To supervise different events during the academic session.
- To deal with court matters as legal supervisor.
- To maintain all the students and faculty members data up to date in computerized software.

IT/ICT Subject Coordinator

Beacon House School System [01/09/2011 – 31/12/2014]

City: Peshawar

Country: Pakistan

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.

IT/ICT Subject Coordinator

The City School (Pvt) Ltd [01/08/2000 – 31/07/2011]

City: Peshawar

Country: Pakistan

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.
To supervise all the computer labs in different branches.
To maintain all the computer labs in different branches up to date.

Accounts Cum Computer Admin

Mohsin Match Factory (Pvt) Ltd [01/06/1999 – 31/05/2000]

City: Peshawar

Country: Pakistan

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.

HR Manager & Network Administrator (Part Time Worker)

AVIA Phone Company (Pvt) Ltd [01/09/2005 – 31/12/2008]

City: Peshawar

Country: Pakistan

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.

HR Manager & Accountant (Part Time Worker)

Bar B Q In Restaurant [01/09/2009 – 31/12/2011]

City: Peshawar

Country: Pakistan

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

Masters In (IR)

University Of Peshawar [01/08/2012 – 15/02/2014]

Address: 25000 K. P. K (Pakistan)

Masters In (MCS)

Abasyn University [09/2008 – 25/03/2013]

Address: 25000 Peshawar, K. P. K (Pakistan)

Bachelor In Arts (Political Science & Law)

University Of Peshawar [09/1995 – 20/02/1999]

Address: 25000 K. P. k (Pakistan)

HSSC (Intermediate Examination)

BISE Peshawar [08/1993 – 11/1994]

Address: 25000 Peshawar (Pakistan)

Diploma In Computer Science

CECOSE Data Institute (Post Graduate College of ICT) [10/09/1997 – 09/08/1999]

Address: Peshawar Cantt, 25000 Peshawar (Pakistan)

CMP In Computer Networking

Pakistan Institute Of Modern Studies (PIMS) [01/12/2012 – 08/12/2014]

Address: K. P. K. Trade Testing Board,, 25000 Peshawar (Pakistan)

LANGUAGE SKILLS

Mother tongue(s): **Pashto**

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Panjabi

LISTENING C2 READING C2 WRITING C1

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Urdu

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

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

DIGITAL SKILLS

My Skills

Decision Making / Google Drive / Outlook / Skype / LinkedIn / Facebook / Microsoft Excel / Google Meet / Online Teaching / Online Data Entry / Instagram / Zoom / Internet User / Computer Networking / Social Media / Google Docs / Computer Troubleshooting / Power Point / Analytical skills / Good listener and communicator / Written and Verbal skills / Organizational and planning skills / Decision-making / Critical thinking / Motivated / Creativity / Responsibility / Flexibility / Conflict resolution / Team-work oriented