

MUHAMMAD MURTAZA

Assistant Academic Coordinator

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Date of Birth: 05/18/1995 Address: Sarki Gate Mohallah
Shali Koban, Peshwar, KPK.
Gender: Male Nationality: Pakistani
Marital Status: Single



Enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of job Description. Motivated to learn, grow and excel in the Industry.

Work Experience

- January 2022 - Assistant Academic Coordinator Distance Education
Till Date Sarhad University Of Science And IT Peshawar, Khyber Pakhtunkhwa
- Resolved confusion and Playing a role of Bridge between Media and LMS in order to smooth the flow of work..
 - Presented reporting and Time Table Schedule of Lectures Recording/Previews to Media team and Faculty.
 - Developed, updated and maintained database of Recorded and Previewed Lectures in VIS- Video Information System.
 - Also Keeping the Record in MS-Office.
 - Facilitate the Faculty regarding the Work Ethics of Distance Education.

Education

- November 2018 Political Science – Qurtaba University Of Science And IT
– January 2021 Master Of Arts Peshawar, Khyber Pakhtunkhwa.
- January 2014 – Arts – University Of Peshawar
February 2016 Bachelors Of Arts Peshawar, Khyber Pakhtunkhwa.
- July 2010 – Arts – Govt Superior Science College
August 2012 HSSC Peshawar, Khyber Pakhtunkhwa.
- March 2008 – Arts – St.Jhon Vianney High Schoo;
April 2010 SSC Peshawar, Khyber Pakhtunkhwa.

Certificate

- November 2021 Diploma In Information Technology

Skills

Date Entry

MS Office

C++

Hobbies

Photography

Travelling

Social Media Surfing

Referees

Available on Request