

Technical Project Manager OA



# CONTACT



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#### **Address**

Umar Gul road ICMS School street, Peshawar



### **EDUCATION**

2017 - 2021

### **BS Computer Science**

Islamia College University Peshawar A Grade-----1st Division

# 2016- 2017 DIT Diploma of IT

Board of Technical Education Peshawar A1 Grade-----1st Division

2014-2016

### **Intermediate HSSC**

Global Degree College Peshawar A Grade-----1st Division

2012-2014

#### **Matric SSC**

Al-Falah Model School, Peshawar Al Grade-----1st Division



## LANGUAGE

- English
- Urdu
- Pushto





## **PROFILE INFO**

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and stick to deadlines.



### **WORK EXPERIENCE**



# **Project Manager**

2023 - continuous

### **Encoder Bytes Software Development Company**

Identifies the project's goals, objectives, and scope and creates a project plan that outlines the tasks, timelines, and resources required.

- ESEF KP Project for Science Lab Simulation
  - Managing overall Project for SSC and HSSC Science subjects Practical lab 3D Simulation and POHA Website for Elementary and secondary education foundation, KP
- I have also done a six-month internship of the KP Information Technology Board under the Digital Internship Program.

# O IT Manager

2021 - 2022

#### Jamia Darussalam Al-Islamia Peshawar

Managing overall IT related services like Documentation (Word, Excel, PowerPoint and Access), Graphic designing, video editing, making papers Urdu & English, basic networking and CCTV works.

# Omputer Operator

2016 - 2017

### **Paradise Education System**

Working overall Computer and office-related works like Student withdrawal records, Fee records, making papers, and Students Examinations records.



# **MY SKILLS**

**Software QA Manual** 

**MS Office** 

**Video Editing** 

Project Management
Graphic Designing

Web Development (WP)



### **TOOLS**

## **MS Office**

Word, Excel, PowerPoint and MS Access

**Graphic Designing**Canva, Corel draw

#### **Video Editing**

Canva, Camtasia and VSDC

#### WordPress

Elementor and Plugin