MUHAMMAD WAQAS

Father's Name: Muhammad Farooq
Address: Mohallah: Miskeen Khel, Village & P.O: Pirpiai, Tehsil & District: Nowshera, KP, Pakisan **Age:** 40
CNIC: 17201-1806488-7 **Nationality:** Pakistani
Spoken Languages: English, Urdu, Pashto **Marital Status:** Married
E-mail: **JOBS4WAQAS@GMAIL.COM** **Mobile No:** 03139378034

OBJECTIVE

I want to optimize my skills in a reputed organization where I can enhance my career, apply my knowledge and existing experience towards the development of any organization.

EDUCATION

Degree	Institute	Duration
Bachelors in Education.	Abdul Wali Khan University, Mardan, Pakistan	2022-2023
MS (Computer Science)	Abasyn University, Peshawar, KP, Pakistan	2018-2020
Higher National Diploma (Computing)	Empire College London, Ilford, Essex, United Kingdom	2010-2012
BS (Computer Engineering)	COMSATS Institute of IT, Abbottabad, KP, Pakistan	2002-2006
HSSC (Pre Engineering)	PAF Degree College, Risalpur, KP, Pakistan	1999-2001
SSC (Matric)	F.G Public High School, Nowshera Cantt, KP,Pakistan	1990-1999

IT SKILLS / CERTIFICATES

- **Softwares**: Basic Linux Commands, HTML, JFLAP, Mobirise (Website design), Cisco Packet Tracer, App Inventor, Verilog, PSPice, MATLAB, Dev C/C++, VMware, Latex, Scratch, Adobe Reader/Photoshop and MS Office (Excel, Word, PowerPoint, Outlook, Visio).
- **Certificate:** MCSE networking course certificate from Corvit Institute, Islamabad.
- **Certificate:** Data Analytics online training received from Genese Cloud Academy under the supervision of KPITB.

EXPERIENCE / INTERNSHIPS
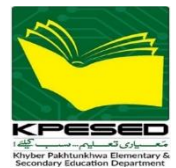
ELEMENTARY AND SECONDARY EDUCATION, KP, PAKISTAN

Position: Secondary School Teacher-Information Technology (SST-IT)
Duration: September 2017 – Current
Workplace: Govt. High School, Azakhel Bala, Nowshera
Responsibilities:
- Teaching of computer science and digital literacy courses to students.
- Plan, prepare and deliver instructional activities based on the approved curriculum.
- Maintain up-to-date subject knowledge.
- Grade class work, home work, tests and internal exam papers.
- Prepare students for external examinations and maintain accurate record of student's progress and development.

THE CITY SCHOOL (SENIOR CAMPUS), NOWSHERA, KP, PAKISTAN

Position: IT Lab Assistant
Duration: September 2014 – September 2017
Workplace: University Town, Peshawar and Hakimabad, Nowshera
Responsibilities:
- Operation and maintenance of the computers and wireless network.
- Supervision of the whole computer lab and to make sure all the computer systems are updated and virus free.
- Installation of required software and to ensure safety and proper working conditions for lab users.
- Configuring MS Outlook Express email and perform regular backups.

- Diagnose various software/hardware issues and fix them.
- Make sure that internet connectivity is always available to the assigned users in the institution.
- Fixing various IT related issues faced by the institution.

QUICK LINK COURIER AND REMOVAL LTD, DAGENHAM, ESSEX, UNITED KINGDOM

Position: Operations Manager
Duration: April 2011 - February 2014
Responsibilities:
- Support the General Manager in the day to day operation of the department and complete any administrative tasks.
- Prepare employee payslips, revise and submit reports, budgets and required reports.
- Maintaining various records like billing, invoicing details, internal spending on daily basis.
- To make sure parcel collection and delivery are done on time as per the customer requirement.
- In voicing and follow up of pending dues of the customers using Express Accounts software.
- Planning the quickest and low traffic transport routes by using the live web portal provided by the company.
- Develop a programme using Dev C/C++ language for calculating the price of different delivery orders from the customer.

MEDICAL TRANSCRIPTION AND BILLING CORPORATION, RAWALPINDI, PAKISTAN

Position: Billing Executive
Duration: February 2009 - January 2010
Responsibilities:
- To perform medical billing for the offshore doctors.
- To keep informed of all the changes in the rules and regulations of the insurance companies and regularly update the Team Leader.
- To research, analyse and prepare appeals when claims are rejected.
- To Tele converse with the clients (doctors) in USA and insurance companies for follow up claims.

DIRECTORATE OF INFORMATION TECHNOLOGY (DOIT), PESHAWAR, KP, PAKISTAN

Position: Internee (National Internship Program)
Duration: August 2007 - August 2008
Client: Traffic Police Headquarters, Peshawar, Pakistan
Project: Computerization of Driving License
Training:
- Software deployment in the main server named DLMS.
- Installation and connectivity of DSL hardware in the server for internet availability.
- Deployment of firmware in the server to increase internet security against viruses.
- Availability of terminal on LAN to make it a part of Domain (DLMS).
- Data sharing/ access of applications between terminals on LAN
- Ensuring that storage, archiving, backup and recovery procedures are performed at regular intervals.
- Controlling access permissions and privileges, training users, meeting user's access requirements and resolving their problems.

MUSLIM DEGREE COLLEGE, NOWSHERA, KP, PAKISTAN

Position: Lecturer (Computer Science)
Duration: April 2006 – November 2006
Subjects Taught: Information technology and C language to HSSC students.

PAKISTAN TELECOMMUNICATION COMPANY LIMITED (PTCL), ABBOTTABAD, KP

Position: Internee
Duration: September 2005 to November 2005
Training:
- ZTE & EWSD switching basic architecture.
- Basic subscriber administration.
- Subscriber queries and complaints.
- Transmission technologies used by PTCL. (SDH,PDH, Fiber Optics)

REFERENCES

--------------------------------Available upon request-------------------------------