

# Professional Resume

## WALI MUHAMMAD

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**Resident:** Balochistan, Pakistan

### Experience

| Sr.  | Designation                   | Institution / Organization | Duration           |
|--|-------------------------------|----------------------------|--------------------|
| 1.   | <b>IT &amp; Admin Officer</b> | City Educational Complex   | Dec 2017-Dec 2021  |
| <b>Description:</b> Network Configuration, Hardware Deployment, O.S, Data Base Management, Problem-Solving                 |                               |                            |                    |
| 2.   | <b>IT Instructor</b>          | City Educational Complex   | Dec 2017-Dec 2021  |
| <b>Description:</b> Teaching Certification, IT Expertise, Patience, Communication Skill, Practical Application, Assessment |                               |                            |                    |
| 3.   | <b>Math Instructor</b>        | Cambridge School Quetta    | Feb 2016- Dec 2017 |
| <b>Description:</b> Problem Solving, Class Management, Flexibility, Practical Method, Communication Skill, Patience        |                               |                            |                    |

### Academic Education

| Sr. | Degree | Specialization / Major | Institution / University  | Passing Year |
|-----|--------|------------------------|---------------------------|--------------|
| 1.  | M.A    | Political Science      | University of Balochistan | 2021         |
| 2.  | B.A    | Political Science      | University of Balochistan | 2018         |
| 3.  | BS     | Computer Science       | BUTTEMS                   | 2016`        |

### Professional Certification

| Sr. | Certification  | Institution / University | Passing Year |
|-----|--|--------------------------|--------------|
| 1.  | Advanced Diploma in Information Technology ( <b>ADIT</b> ) | CEC Quetta               | 2019         |
| 2.  | Typing English/Urdu  | CEC Quetta               | 2018         |
| 3.  | Microsoft Office   | CEC Quetta               | 2019         |
| 4.  | ADIT & Graphics  | Opal Crown               | 2016         |

### Computer Skills and Other Abilities:

| Sr. | Skills & Abilities                   | Description  |
|-----|--------------------------------------|--|
| 1   | <b>Networking</b>                    | Networking Protocols, Configuration, Troubleshooting |
| 2   | <b>Microsoft Office</b>              | Ms. Word, Ms. Excel, Ms. PPT, Ms. Access, Ms. Pub.   |
| 3   | <b>Operating Systems</b>             | Installation, Image File, Win 7, Win 8.1, Win 10     |
| 4   | <b>System Administration</b>         | Server Setup, Configuration, Maintenance, Cloud      |
| 5   | <b>Troubleshooting &amp; Solving</b> | Identify and resolve IT issues efficiently.          |
| 6   | <b>Graphics Designing</b>            | Adobe Photoshop, Corel Draw, In page                 |
| 7   | <b>Mailing and Search Engine</b>     | Communication, including sending messages, and files |

### Other Skills & Abilities:

| Sr. | Skills & Abilities             |
|-----|--------------------------------|
| 1   | Excellent communication skills |
| 2   | Sports                         |
| 3   | Team building                  |
| 4   | Facilitation                   |
| 5   | Excellent coordination skills  |

### Languages Proficiency:

| Sr. | Language | Speaking | Writing | Listening |
|-----|----------|----------|---------|-----------|
| 1   | English  | A        | A       | A+        |
| 2   | Urdu     | A+       | A+      | A+        |
| 3   | Pashto   | A+       | B+      | A+        |

### References:

- Will be provided upon request.