

Curriculum Vitae

PERSONAL INFORMATION

INAYAT ULLAH JAN



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💬 Skype INAYAT.JANS

Sex Male | Date of birth 20 March 1995 | Nationality Pakistani | NIC 17101-9322103-5

Education Software Engineering

CAREER OBJECTIVE

To pursue a challenging career in a dynamic and progressive organization where I can utilize my skills in an effective and efficient manner, capitalizing on my knowledge and creativity in the best possible way benefitting both the employer and myself.

WORK EXPERIENCE

- **Working as Lecturer /Coordinator at National University of Modern Languages, (NUML) Peshawar Campus.**
(Nov 2020 till March 2023)
 - ✓ Subjects:
 - Web Designing
 - Graphics Designing
 - Android Development
 - E-Commerce
 - Introduction to IT
- **Two years working experience as Senior Computer Operator at Saeed Public High school & collage, Charsadda.**
(Oct 2018 to Sept 2020)
 - ✓ Troubleshoots malfunctions.
 - ✓ Monitors and manipulates daily system jobs.
 - ✓ Identifying and correcting file and system errors.
 - ✓ Performing backup procedures to reduce the risk of data loss.
 - ✓ Maintaining computer equipment and inventory and organizing repairs as needed.
 - ✓ Cleaning printers and performing precautionary maintenance.
 - ✓ Providing support during business continuity exercises.
 - ✓ Continuously monitors and reacts to IT operations processing schedule.
- **Six months working experience as ICT Assistant at USAID funded - Pakistan Reading Project.**
(Apr 2018- Sept 2018)
 - ✓ Helping IT Manager in all IT related work.
 - ✓ Installing, repairing System Operating Systems and other official software's.
 - ✓ Installing, maintaining, repairing, monitoring IT equipment's
 - ✓ Managing inventory's of IT equipment's and tablets
 - ✓ Providing IT support the staff member when needed.
 - ✓ Installing and maintain network printers.

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- ✓ Troubleshoot the Internet Issues.
- ✓ Networking
- ✓ Maintaining and updating office Server.
- ✓ Dealing with Communication and Networks issues.
- **One year working experience as Computer Operator at District Education Department.**
(Mar 2017- Feb 2018)
 - ✓ Designing new tools (forms).
 - ✓ Maintaining and updating records.
 - ✓ Converting hard data to soft form
 - ✓ Making presentations using Microsoft Office
 - ✓ Maintaining students and teachers Records
 - ✓ Registering and updating students on Board web portal.
 - ✓ Installing, repairing System Operating Systems and other software's.
 - ✓ Installing, maintaining, repairing, monitoring IT equipment's
 - ✓ Managing inventory's of IT equipment's
 - ✓ Providing IT support the staff member when needed.
 - ✓ Troubleshoot the Internet Issues.
 - ✓ Networking
- **Six months' work experience as a DIT Lecturer at SECO Collage, Abbottabad.**
(Oct 2015- Mar 2016)
 - ✓ Delivering lectures.
 - ✓ Demonstrating Students in Lab.

EDUCATION

In Progress

MS Computer Science **Grade: A+**

Abasyn University, Peshawar (Pakistan)
(www.peshawar.abasyn.edu.pk)

2013–2016

BS Software Engineering **Grade: A**

COMSATS Institute of Information Technology, Islamabad (Pakistan)
(www.comsats.edu.pk)

2011–2012

Intermediate Pre-Engineering (Physics, Maths, Chemistry) **Grade: B**

Peshawar Model Degree Collage, Peshawar KPK (Pakistan)
(www.pmdc.edu.pk)

2008–2010

Matriculation Science (Physics, Chemistry, Maths, Biology) **Grade: A**

New Islamia Public High School, Charsadda KPK (Pakistan)

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PERSONAL SKILLS

Communication skills

- Excellent oral and written communication skills (English, Urdu, Pushto)
- Good in public speaking

Organisational / managerial skills

- Worked for two years as a Coordinator NAVTTC at NUML Peshawar Campus.
- Best leadership and teamwork skills
- Worked for two years as finance secretary of Hamdard youth society KPK Pakistan
- General secretary of Pakistan hope society
- Voluntarily worked with the Educational, rehabilitation and welfare Organization
- Good project management skills
- Possess a vast experience of team leadership
- Active member of events administration in university

Computer skills and tools

- Corel Draw
- Adobe Photoshop
- Adobe illustrator
- Adobe After Effect
- Java
- Android
- DBMS
- C & C++
- Ms-office
- SQL Server
- Video Editing

ADDITIONAL INFORMATION AND TRAININGS

Extras

- Attended 5 days' open source workshop for developing Word press, Joomla and Zen Cart websites.
- 03 months' basic computer training course.
- 06 months English Language Proficiency course.

Interests

- Computer Systems
- Project Management
- Business and entrepreneurship
- Research on upcoming Technologies

REFERENCES

- Will be provided when needed.