

# RESUME

Muhammad Israr

Address: Palosi Atozai Kandi Payan Tehsil and district Peshawar  
Cell No: 0321-90-54-328

Objective

Seeking a job in the professional field to prove my abilities for my professional care of people in a challenging environment. Possess the capabilities of doing chilling assignments and hard work. I am willing to work is a key player in a challenging and creating environment to contribute towards the growth of organization/institution.

Personal Profile

Father's Name : Shehzad Gul  
Domicile : Peshawar  
Nationality : Pakistani  
CNIC No. : 17301-3559723-1  
Date of Birth : 13.03.1987  
Marital Status : Married

Academic Qualification

MSC (Economics)	(University of Peshawar)
M.A (Islamiyat)	(University of Peshawar)
B.A (Statistics, Mathematics, English)	(Govt Degree College Mathra Peshawar)
F.A (Inter Science)	(Govt Degree College Mathra Peshawar)
SSC (Science)	(Govt High school Palosi Peshawar)
DIT (Diploma in Information Technology)	(Technical Board Peshawar)
PTC (Primary Teaching Certificate)	(AIOUS)
One Year (Certificate in Deraste Deniya)	(Wafaqul Madaris Al-Arabiya)

Computer Skills

- Able to use MS-Office, MS- Excel, PowerPoint, hardware, software, In-page, internet
- Able to use MS- Windows.
- E-mail and basic knowledge
- CIT certificate
- DIT Certificate

Practical Experience

**QURTUBA UNIVERSITY OF SCIENCE & INFORMATION TECHNOLOGY.**  
**Position** Office Assistant (Examination Section)  
**Duration** Seven Year

❖ Responsibilities

- Link with teachers and academic Co-coordinators as per instructions from Controller of Examinations
- Subject Assigning in Software
- Maintaining Award list numbers as per Examination Requirement
- Maintain all software record concern with Examination like Subject Wise with their Code
- Making of Re-Appear/ Makeup Examination Date sheet
- Also, Arrangement Paper for Re-Appear Examination
- Conduct of examination and preparation of results
- Marks entry in software
- Solving all software related issues concern with examination
- Marks entry in register,
- Arrangement of Paper for Examination Hall
- Making Duty Plan
- Arrangement of Date Sheet Excel base and Software Base
- Maintaining of Document issuance registers
- Final Result for Notice Board
- Students Dealing, and solving their problems
- Taking out Gold Medals/Positions among all the students, Program wise for Convocation
- Preparing Position Certificates

# RESUME

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- ❖ **DEALING M. PHIL, PH. D SCHOLARS THESIS PROGRAM WISE**
    - Maintaining personal files of M. Phil and Ph. D scholars
    - Assigning Subject to Semester in M. Phil & Ph.D.
    - All Notifications of M.Phil. & Ph.D. Related to Examination
    - Arrangement of Question Paper for M. Phil & Ph.D.
    - Checking their files according to the checklist
    - Operating Multimedia during Defense
    - Receiving thesis in soft and hard forms from the scholars
    - Forwarding their thesis for checking plagiarism test
    - Contacting with external examiners about evaluation of Thesis
    - Receiving evaluation reports from the external examiners
    - Contacting with scholars about observations of External Examiners, sending letters to scholars for the incorporation the observations of External Examiners in thesis, and receiving corrected report of thesis and approval letters of corrections from Supervisors and scholars after corrections
    - Arranging the Public Defenses/Viva of M.Phil. and PhD Scholars, Taking consent from competent authority, Examiners, and Supervisors of the scholars
    - Sending complete Data of Ph. D Scholars after defending their successful Public Defense, to Higher Education Commission HEC, Islamabad
    - Solving M.Phil./PhD scholars Problems
    - Sending the data to HEC on their Demand
  - ❖ **Organization:** **PTCL (WLL Department)**  
**Location:** PTCL HOUSE Peshawar Cantt  
**Position:** Computer Operator  
**Duration:** Jan 2008 to August-2015  
**Responsibility:** Data loading in B&CC and also dealing with customers and software of WLL SETS and configuration
  - ❖ **Organization** **Khalil Children Academy**  
**Location** Palosi Peshawar  
**Position** As Science Teacher  
**Duration** 2 Year
  - ❖ **Organization** **Khalil Traders**  
**Location** Industrial Estate Hayat Abad Peshawar  
**Position** Accounting cum System Operator  
**Duration** 5 month  
**Responsibility.** Maintenance of daily stock report and also dealing with customer And maintain financial record and data entry operator

**REFERENCE:**  
  
*Shall be provided when needed.*

