PROFILE

➢ Having more than 6-years of Administration and teaching experience at different Schools and Institution of Pakistan

➢ Having the confidence to face academic challenges and to find out suitable solutions and associated challenges.

➢ Sound command on co-ordination and operational activities necessary for smooth academic success to achieve Institutional goals.

➢ Full Command on E-Learning Activities such as online classes, video recordings etc.

➢ To handle Management Information System (MIS) of the Department

➢ To manage students' data (new intake, Certificate conferred, admission cancelled etc.) for official purposes.

SAID NAWAB

Assistant Administrator Officer/Lecturer

EDUCATION

Digital Literacy
Digi Skill (Virtual University) (2021)

Major Subjects:
- MS-Office

BS Computer Science
The University of Agricultural (January 2015 – December 2018)

Major Subjects:
- Computer Science (Software Engineering, Networking, Artificial Intelligence, etc.)
- Statistics
- Physics
- Psychology
- Business Writing
- Accounting

ICT (Computer Science)
Brains Degree College & University Peshawar (2014)

Major Subjects:
- Mathematics
- MS-Office
- Networking

F.Sc. (Computer Science)
Peshawar Board (2012 – 2014)

Major Subjects:
- Mathematics
- Computer Science
- Statistics

SSC (Science Stream)
Peshawar Board (2010-2012)

Major Subjects:
- Mathematics
- Physics
- Chemistry
- Biology

CONTACT

Mobile:
- +92-344-0730051
- +92-341-5684337

Email:
- saidnawabnwb@gmail.com

Date of Birth:
- 01st May 1996

POSTAL ADDRESS:

- Palosi Piran near Masjid e Ferdous, outside The University of Agricultural Peshawar.

PERMANENT ADDRESS:
- Village Habibi Abad Gujar Gabral, P.O Utrror, Tehsil Bahrain, District Swat

Nationality:
- Pakistani

Domicile:
- SWAT, KPK

WORK EXPERIENCE

- **Peshawar Model School Hayatabad Boys Campus (Assistant Admin/Lecturer)** (September 2022–Till Date)

Nature of Job:
Administrative Activities: Handling all departmental activities including students' issues, entry in MIS, File management, exam conduction, and managing all necessary routine official correspondence.

Instructional Activities: Taking classes on basis of absentees of teachers, promoting communicational and presentational skills of the students while arranging presentation for them in a conducive learning environment.

- **Allied School Abasyn Campus Peshawar (Lecturer)** (December 2021–August 2022)

Nature of Job:
Administrative Activities: Formulation of Papers, Syllabus and Date sheets etc. Also helping the administration in the arrangement of industrial visits for the professional growth of students.

Instructional Activities: Served as a Lecturer at Allied School. Teaching a variety of different subjects at SST Levels.

- **Punjab Developers (IT Officer & Assistant to MD)** (March 2021–October2021)

Nature of Job:
Administrative Activities: Served as an IT Officer at Punjab Developers as well as Assistant to Managing Director. Arrangements of meetings. Arranging Product exhibition was another core activity

- **Bahria Education System School Peshawar (Computer Operator / SST-IT Teacher)** (August. 2019 – February.2021)

Nature of Job:
Administrative Activities: To work with management for the purpose to provide a smooth conducive learning environment to the students. Also, to work on effective lesson plans whose objectives could be accomplished excellently.

Instructional Activities: Taking classes at 6th to 9th level, promoting communicational and presentational skills of the students while arranging presentation for them in a conducive learning environment.

- **Apps Strom Studio & Red Horn Technology Peshawar (Android Developer)** (January. 2017 – January 2019)

Nature of Job:
- **<u>Administrative Activities:</u>** Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.

Develop project concepts and maintain optimal workflow. Handling all departmental activities including customer issues.

<u>PROFISSIONAL SKILLS</u>
- Academic Support
- Professional Development
- Support Services
- Scheduling
- Organizing
- File Management
- Record-keeping
- Monitoring progress
- Tracking paperwork
- Managing information flow
- Data Entry
- Java, HTML XM.
- All kinds of windows & Software's installation
- Simple LAN networking

<u>PERSONAL SKILLS</u>
- Spirited, active, enthusiastic, morally upright, truthful & honest
- Loyalty to the organization by abiding organizational rules/regulations and laid out code of conduct
- Sincerity of purpose, dutiful, principled & punctual
- Handling Multitask skills.

<u>HOBBIES</u>
- Internet Surfing
-
- Cricket