



Asad Ullah Jan

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ABOUT ME

To work in a professional environment where my skills and abilities are of use to the organization and where I can work to the best of my knowledge and get exposure to the practical world through a reputed organization that has career growth opportunities.

WORK EXPERIENCE

01/11/2022 – 31/10/2023 Nowshera , Pakistan

TEACHER ARMY PUBLIC SCHOOL AND COLLAGE (IQBAL)

- Planning lessons and activities that facilitate students' acquisition of basic and advanced computer skills.
- Instruct students on how computers work, including basic science and mathematics behind their operation.
- Instructing in a manner that develops students' confidence in their abilities.
- Teach how to write computer programs and algorithms.
- Keep records of grades, grade papers, and perform other administrative duties as needed.
- Attending parent-teacher and faculty conferences.

01/10/2021 – 30/10/2022 Nowshera, Pakistan

OFFICE ASSISTANT GOVERNMENT POST GRADUATE COLLAGE

- Overseeing clerical tasks, such as sorting and sending mail.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files.
- Welcoming visitors to your office.
- Answering phone calls.
- Taking and delivering messages.
- Ensuring the office runs smoothly.
- Scheduling meetings and sending meeting invites to attendees.

01/08/2020 – 30/09/2021 PESHAWAR, Pakistan

CUSTOMER SERVICE REPRESENTATIVE AL MASSA REAL ESTATE DEVELOPERS

- Interact with clients, addressing inquiries, information, and maintaining clear communication throughout the real estate process.
- Resolve customer issues promptly and effectively, ensuring client satisfaction and fostering positive relationships.
- Manage and organize documentation related to transactions, contracts, and client interactions.
- Educate clients on the real estate process, market conditions, and relevant information to empower informed decision-making.
- Maintain a comprehensive and accurate customer database, updating information regularly.

EDUCATION AND TRAINING

15/09/2018 – 30/09/2022 PESHAWAR, Pakistan

BACHELOR'S IN COMPUTER SCIENCE Abasyn university

01/09/2016 – 06/08/2018 PESHAWAR, Pakistan

INTERMEDIATE Government Collage

01/02/2014 – 21/06/2016 PESHAWAR, Pakistan

SECONDARY SCHOOL Govt Shaheed Osama Zafar Centennial Model Higher Secondary School

SKILLS

Microsoft office

Ms word, Ms excel and power point

Programming Languages

Python and PHP

Database management system

SQL Server and Ms Access

Web Development

HTML and CSS

Graphic design

Canva designing, Photo editing

SOFT SKILLS

Verbal and written communication

Strong problem-solving abilities

Attention to detail

Time management and multitasking skills

Positive attitude and customer-focused mindset
