

Muhammad Tahir

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What's up: 00923198369504



PERSONAL

Date of Birth: 15/03/1990

Gender: Male

Iqama: Ok

Nationality: : Pakistani

Marital Status:

Married Passport: bz7125642

EXPERIENCE

1.Designation: Computer operator

Institution: Abdali Model School Takht Bhai Mardan

Duration: 2 years

Duties:

- Handle basic computer operations including printing, scanning and emailing.
- Put student data and keep the record.
- Work in Microsoft word and excel also to keep record for future use.
- Keep and circulate the subject's syllabus.
- Make timetable for classes.
- During exam time keep records of papers for student.
- Issue the result card of students for parent.
- Make and keep record of new enroll students.
- Keep admission slip and fee slip.
- Make circulation for teachers and timing of school opening and closing.
- Keep complaints and issues.
- Save and keep record of every month and year.

2.Designation: FM Radio freelancer

Radio station:

Pakhtunkhwa Radio FM 92.2 MHz Peshawar

Work Profile: -

- Run a smooth show.
- Welcome to host and guest.
- Prepare devices to run a program on air.
- Setting up the studio for broadcasts.
- Recording specified segments for future use.
- Pick calls for song requests.
- Play songs on demand of a caller.
- Pick calls and take suggestion from caller.
- Record phone calls.

3.Designation: Computer Teacher

Institution: Focus International School System and College

Duration: 2 years.

Work Profile: -

- Making lesson plans as per the age group.
- Evaluating student performance.
- Assigning special projects.
- Communicating student progress to parents.
- Providing an appropriate resource.
- Maintaining stocks of computer supplies.
- Developing curriculum.
- Overseeing laboratory activities
- Giving assignments.
- Grading papers and tests.
- Maintaining computer hardware.
- Monitoring students' academic progress.

EDUCATION

- Master of Computer Science from Hazara University Mansehra Pakistan. CGPA 2.95/4.00 Year 2012.
- Bachelor of science from Govt Post Graduate College Mardan.
- Faculty of Computer Science from Board of Intermediate & Secondary Education Mardan.
- Secondary School Certificate (Science) from Board of Intermediate & Secondary Education Mardan.

TRAINING & CERTIFICATIONS

- {CISCO Certified Network Associate (CCNA)}. From corvit institute Islamabad.
- CISCO 2 days training <Department of IT Hazara University Mansehra>.
- Office Automation from Xpert Solution & IT Centre Abbottabad<Pakistan>.
- 3 Months course of Web Designing<WD-030-12> (Intermediate level) from Xpert Solution & IT Centre Abbottabad<Pakistan>.
- 3 Months course of VB.NET<DB-D19-12> (Intermediate level) from Xpert Solution & IT Centre Abbottabad<Pakistan>.

SKILLS

Social Educational Entrepreneurs

Conducted by Children's Global Network Pakistan <NGO Guarantee> Limited.

- Program contents
- Social Educational Entrepreneurship
- Communication Skills
- Establishing Educational schools
- Team Working
- Learning through play
- School Registration process
- Time management

LANGUAGES

- English, Urdu, Arabic

