

MUHAMMAD ASIF JAN

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Address: Mohalla Islamabad Khatako Pol Peshawar, KPK, Pakistan

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OBJECTIVES:

To obtain a challenging and growth-oriented position in a reputable organization where I can effectively apply my experience, skills, and training. I aim to contribute significantly to organizational success while continuing to advance my professional career.

A results-driven professional with proven ability to execute strategic goals and visions. Skilled in written and verbal communication, team collaboration, and influencing others to achieve collective success. Possess a comprehensive background in delivering high-impact outcomes and offer a unique blend of expertise across various professional domains.



PERSONAL PROFILE:

✚ **Name** : Muhammad Asif Jan
 ✚ **Father Name** : Jan Muhammad
 ✚ **Date of Birth** : 25-Mrarch-1995
 ✚ **CNIC No.** : 17301-1865221-3
 ✚ **Passport** : Yes
 ✚ **Domicile** : Peshawar
 ✚ **Marital Status** : Married
 ✚ **Gender** : Male
 ✚ **Religion** : Islam
 ✚ **Nationality** : Pakistani

DETAIL OF EDUCATIONAL CREDENTIALS:

| Certificate/Degree | Board/University | Year |
|---------------------|-------------------------------------|-------------|
| S.S.C | BISE Peshawar | 2011 |
| DAE (Electrical) | Technical Board Peshawar | 2015 |
| DIT | Technical Board Peshawar | 2018 |
| BS Computer Science | Islamia College University Peshawar | In Progress |

PERSONAL SKILLS:

- *Excellent communication and presentation skills.*
- *Ability of working independently as well as a team member.*
- *Leadership, problem solving and public dealing skills.*
- *Proven skill of working under pressure and meet deadline.*
- *Ability to maintain high level of confidentiality.*
- *Cooperative and mature personality.*

COMPUTER SKILLS:

- ▣ **HTML / CSS / JS**
- ▣ **Python**
- ▣ **MS Office (MS Access, MS Excel, MS Word, MS Power Point)**
- ▣ **Corel Draw 9 & X7**
- ▣ **MS Excel Expert**
- ▣ **Adobe Premiere pro (Video Editing)**
- ▣ **Internet (Browsing, Searching and Mailing)**
- ▣ **Typing (English, Urdu, Arabic) 45 WPM**
- ▣ **Hardware & Software Installation**
- ▣ **Graphic Design / Logo Designing**
- ▣ **Professional Presentation Creation in Ms. PowerPoint**
- ▣ **Operating School/College Database**
- ▣ **Data Entry Operator**
- ▣ **Creating Access Data Base**
- ▣ **Windows Installation**

INTERESTS:

- **Accepting challenging works/Jobs has always been my ambition.**
- **Use of social website such as Facebook and twitter.**
- **Internet surfing.**

EXPERIENCE:

- ❖ *Three Years' Experience as an Account Officer/ Admin at Jamal International Degree College & School System Dora Road Kohat Road Peshawar.*
- ❖ *Two Years' Experience as a Data Entry Operator at ARSALAN MODEL SCHOOL Phandu Chowk Peshawar.*
- ❖ *Four years' Experience as a Data Entry Operator at QUBA MODEL SCHOOL PESHAWAR.*

LANGUAGES:

- | | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> English | (Excellent Spoken and Written) |
| <input checked="" type="checkbox"/> Urdu | (Excellent Spoken and Written) |
| <input checked="" type="checkbox"/> Pashto | (Excellent Spoken) |