

## **HAZRAT BILAL**



### **Objective**

Improvement in the domain of knowledge and professional experience by working in a well organized and esteemed environment.

### **Personal Profile**

**Father's Name** : **Rahman Gul. (Late)**  
**Date of Birth** : May, 27<sup>th</sup> 1985.  
**Nationality** : Pakistani.  
**Gender** : Male.  
**CNIC** : 16101-9440970-9  
**Domicile** : Khyber Pakhtunkhwa (Mardan)  
**Marital Status** : Single.  
**Postal Address** : C/O Haji Muhammad Nisar, Muhallah Shahi Bagh, Shamsi Road Mardan.  
**Permanent Address** : C/O Haji Muhammad Nisar, Muhallah Shahi Bagh, Shamsi Road Mardan.  
**Contact No** : +92314 990 0015  
**E-mail Address** : hazratbilal85@gmail.com

### **Academic Record**

<b>Qualification</b>	<b>Board / University</b>	<b>Year</b>
<b>SSc</b>	<b>B.I.S.E Mardan</b>	<b>2003</b>
<b>F.A</b>	<b>B.I.S.E Mardan</b>	<b>2005</b>
<b>B.A</b>	<b>University of Peshawar</b>	<b>2009</b>
<b>M.A</b>	<b>Abdul Wali Khan University Mardan</b>	<b>2013</b>

### **Professional Education**

- ✓ English Typing with 60 w.p.m speed.
- ✓ Microsoft Windows applications.
- ✓ Microsoft Office.

### **Skills**

#### **Hardware**

- ✓ PC Troubleshooting.
- ✓ Softwares Installation.
- ✓ PC Assembling.
- ✓ Networking.

#### **Software's.**

- ✓ Microsoft Windows 2000, XP, Vista, Window 7, Window 8 & Window 10.
- ✓ Microsoft Office 2003, 2007, 2010, 2016 & XP.
- ✓ Microsoft Outlook Express 2000 & XP.
- ✓ Inpage (Urdu) 2004, 2009, 2011.
- ✓ Corel Draw 9, 11, 15 & 16.

- ✓ Adobe Photoshop 7.0 etc.
- ✓ Ulead Media Studio
- ✓ E-mailing & Internet Browsing.

## Experience

### 1- Askari Pharma Medical Center.

Designation: Manager  
Duration: 2001 – 2004.

Responsibilities:

- ✓ Maintain of Stock Register.
- ✓ Staff Payroll.
- ✓ Staff Daily Attendance.
- ✓ Cash Handling.

### 2- Cyber Internet-Café.

Designation: Manager.  
Duration: 2004 – 2005.

Responsibilities:

- ✓ Networking Incharge.
- ✓ Handling of Staff.

### 3- National College of Physical Education, Mardan.

Designation: Computer Operator  
Duration: 2005 – 2008.

Responsibilities: Worked as Computer Operator and have hands on experience in the following:

- ✓ MS Office
- ✓ Corel Draw
- ✓ Inpage
- ✓ Internet

### 4- Abdul Wali Khan University Mardan (Public Sector).

Working in AWKUM from 4<sup>th</sup> May, 2009 to date.

Responsibility: Worked as Office Assistant and have hands on experience in the following:

- ✓ MS Office
- ✓ Corel Draw
- ✓ Inpage
- ✓ Internet
- Prepare the following agendas for Meetings:
  - ❖ Senate
  - ❖ Syndicate
  - ❖ Selection Board
  - ❖ Academic Council
  - ❖ Advanced Studies and Research Board
  - ❖ Board of Faculties

- ❖ Board of Studies
- ❖ University Statutes
- ❖ Semester Rules and Regulations
- ❖ Election Statutes
- ❖ Affiliation Statutes
- ❖ Affiliation Proforma's
- ❖ General letters & Drafting

## Languages

- ✓ Pashto
- ✓ Urdu
- ✓ Punjabi
- ✓ English

## References

Will be provided on request eleven