

SHUJAAT KHAN

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📍: Capital View Boys Hostel, Hostel City, Plot 10, Main Lane 10, Main Park Rd, Islamabad, Islamabad, Pakistan.

D.O.B: 15/06/1996

Gender: Male

Marital Status: Single

Nationality: Pakistan

SUMMARY

To secure a challenging position in a dynamic organization where I can leverage my skills and experience to contribute to the growth and success of the company. With a focus on continuous learning and professional development, my goal is to excel in my role and take on new challenges as they arise. I am a highly motivated and adaptable individual who is committed to delivering results and exceeding expectations.

EMPLOYMENT HISTORY

Software Quality Assurance-- Shifa Tameer-e-Millat University Park Road Campus:

Islamabad, Pakistan

August 2024 – Till Date

- The SQA session is currently in progress in the MIS Department at STMU.

Assistant Examination Officer - Shifa Tameer-e-Millat University Park Road Campus

Islamabad, Pakistan

July 2023 – Till Date

- Formatted exam papers according to the guidelines provided by the academic department
- Proofread exam papers to ensure accuracy and completeness Prepared attendance and award lists for exams.
- Maintained accurate records of exam papers, attendance, and awards

Exam Assistant - Shifa Tameer-e-Millat University Park Road Campus

Islamabad, Pakistan

August 2022 – July 2023

- Formatted exam papers according to the guidelines provided by the academic department
- Proofread exam papers to ensure accuracy and completeness prepared attendance and award lists for exams.
- Maintained accurate records of exam papers, attendance, and awards

Examination Assistant - Leeds College of Science & Arts

Faqirabad Peshawar City, Khyber

March 2021 - May 2022

Pakhtunkhwa, Pakistan

- Formatted exam papers according to the guidelines provided by the academic department
- Proofread exam papers to ensure accuracy and completeness Printed exam papers in a timely and efficient manner Prepared attendance and award lists for exams.
- Maintained accurate records of exam papers, attendance, and awards
- Assisted with exam administration, including setting up exam rooms and monitoring exam sessions
- Responded to student inquiries regarding exam procedures and policies

Front End Web Developer - Ackta LTD

Islamabad, Pakistan

January 2020 - January 2021

- Developed and maintained responsive websites using HTML5, CSS, Bootstrap 4 & 5.
- Worked collaboratively with cross-functional teams, including designers, back-end developers, and project managers, to deliver high-quality web projects on time and within budget.
- Demonstrated proficiency in Microsoft Office tools to support project communication, documentation, and reporting.
- Utilized strong analytical skills to identify, troubleshoot, and solve technical issues related to web development.

Examination Department as A Computer Operator - Allied School Sohan Campus

Islamabad, Pakistan

January 2018 - December 2019

- Format exam papers according to academic department guidelinesProofread exam papers for accuracy and completeness
- Print exam papers in a timely and efficient manner
- Prepare attendance and award lists for exams and ceremonies Maintain accurate records of exam papers, attendance, and awards Assist with exam administration, including room setup and monitoring
- Respond to student inquiries about exam policies and procedures

EDUCATION

**National University of Modern Languages Islamabad - Bachelor of Science
(Computer Science (Hons.))**

Islamabad, Pakistan.

February 2015 - January 2019

**Jinnah Public Boys Higher Secondary School & Collage Kallur Kot Dist. Bhakkar - BISE Sargodha
(Intermediate Of Computer Science)**

Tehsil Kallur Kot District Bhakkar, Punjab,
Pakistan.

September 2012 - September 2015

**Jinnah Public Boys Higher Secondary School & Collage Kallur Kot Dist. Bhakkar - BISE Sargodha
(Science)**

Tehsil Kallur Kot District Bhakkar, Punjab,
Pakistan.

July 2010 - July 2012

HOBBIES

Cricket, Traveling,

REFEREES

Available on Request.