

Ali Jillani



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PERSONAL PROFILE

To associate myself with an organization, where an innovative and creative environment is provided for career advancement and seeking a challenging opportunity as a contributing member of the organization, where I can utilize my academic knowledge and professional skills to achieve a bright prospect by being an asset for the organization and achieve growth and development together. I wish to leave no stones unturned in order to make the organization flourish and prosper through my hand work and devotion.

CAREER HISTORY

ICT Assistant

The City school (2015 - till now)

Work duties:

- Planning and executing the curriculum for ICT LAB students
- Fulfilling all the managerial and administrative task
- Conducting workshops and training sessions
- Installing the new and compatible OS for software's
- Hardware maintenance
- File management
- Performing all admin duties
- Conducting workshops
- Working on ERP Oracle based Application
- Dealing with all accounts activity.

KEY COMPETENCIES AND SKILL

PERSONAL SKILLS

- Excellent oral as well as written communication skills (Urdu and English language)
- Ambitious, enthusiastic, creative and dedicated to work
- Leadership qualities
- Time Management
- Articulating the expression
- Planning
- Controlling
- Analytical approach
- Decision maker

ACADEMIC QUALIFICATION

2015 **Bachelor of science (computer science) (BS(cs)Hons)**

Pir Mehr Ali Shah *Arid* Agriculture University Rawalpindi

2010 **Intermediate, F.Sc (Pre Eng)**

Board of Intermediate & Secondary Education Islamabad, Pakistan

2008 **Matric**

From Federal board, Pakistan

Certificates

2008 **IT Specialist Course
(Super Tech Institution)**

2019 **Engaging with Learning Technologies cyber well-being
(British Council)**

2019 **Understanding Child Protection
(British Council)**

PERSONALITY TRAITS

- Creative
- Confident
- Optimistic
- Team player
- Pluralistic approach

COMPUTER SKILL

- MS Office
- C#
- HTML
- SQL
- IOS development
- Inpage
- Introduction to Information Technology

HOBBIES

- Music
- Exploring new places
- Writing
- Reading
- Researching
- Compiling data
- Looking for latest computer development
- Watching CNN/BCC news channel to explore world technology

OTHER SKILLS

- Presentation
- Public speaking
- Leadership
- Communication
- Interpersonal
- Multitasking
- Event management
- Researcher

PERSONAL INFORMATION

FATHER NAME: Ghulam Jillani

DATE OF BIRTH: 4th Dec 1992

RELIGION: ISLAM

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