



Asad Ullah

Date of birth: 15 Mar 1994 | **Nationality:** Pakistani | **Gender:** Male |

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Current Address: Rehman Colony Dhok Kashmirian, Sarai Kharbooza, Tarnol, Islamabad.

Permanent Address: Katlang Road Saleem Abad Tehsil District and P O Box Mardan KP, 23200, Mardan, Pakistan (Home)

● EDUCATION AND TRAINING

16 JUL 2013 – 18 DEC 2017 Mardan, Pakistan

BS HONS JOURNALISM AND MASS COMMUNICATION Abdul Wali Khan University Mardan

Website <https://awkum.edu.pk/>

2 AUG 2010 – 6 AUG 2013 Mardan, Pakistan

HIGHER SECONDARY SCHOOL CERTIFICATE HSSC PRE-ENGINEERING Govt Degree College No.2 Mardan

10 MAY 2008 – 16 JUN 2010 Mardan, Pakistan

SECONDARY SCHOOL CERTIFICATE SSC SCIENCE Govt High School Naseer Killi

3 JUN 2020 – 13 JUL 2021 Peshawar, Pakistan

DIPLOMA OF INFORMATION TECHNOLOGY (DIT) Khyber Pakhtunkhwa Trade Testing Board

● WORK EXPERIENCE

20 DEC 2025 – CURRENT Remote, Pakistan

International Educational Counselor Student Study Abroad Consultancy Pvt. Limited.

- Inspecting clients' career-related aspirations, concerns, and uncertainties throughout the consultation process.
- Reviewing clients' personal and educational undertakings and inform them about their educational related universities opportunities and benefits.
- Pinpointed and informed clients of potentially helpful career-related opportunities.
- Counsel individual learners, working with them to aid in the development of both hard and soft skills.

30 JUN 2023 – CURRENT Remote, Pakistan

International Educational Counselor Admissions Assistant Pvt. Limited.

- Reviewing clients' personal and educational undertakings and inform them about their educational related universities opportunities and benefits.
- Walking clients through the process of compiling and restructuring their resumes.
- Pinpointed and informed clients of potentially helpful career-related opportunities.
- Guides students in determining their interests and abilities using a wide range of methods, such as aptitude assessments, interviews and planning materials
- Counsel individual learners, working with them to aid in the development of both hard and soft skills.

15 APR 2021 – 30 DEC 2023 Mardan, Pakistan

Educational Counselor WWEZ World Wide Education Zone MARDAN

- Dealing with routine business operations by the company.
- Maintaining as well as organizing records and files.
- Providing customer services of high-quality.
- Take care of customers and guests and answer their queries.
- Counsel individual learners, working with them to aid in the development of both hard and soft skills.



5 JAN 2018 – 30 DEC 2020 Sialkot, Pakistan

ACCOUNTING ASSISTANT PACCA GARHA ENTERPRISES

- Providing data by operating a computer.
- Performing defined tasks per documented instructions/processes.
- Preparing equipment for operations by accessing software on the computer.
- Productivity
- Documentation
- Equipment maintenance
- Creating and updating documents.
- Handled incoming calls and other communications.
- Managed filing system.
- Recorded information as needed.
- Helped organize and maintain office common areas.
- Performed general office clerk duties.

● LANGUAGE SKILLS

Mother tongue(s): **PASHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
URDU	C2	C2	C2	C2	C2
ENGLISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Social Media | Data gathering, data processing and data input | Good reporting and communication skills | Microsoft Word | Microsoft Office | Microsoft Excel | Microsoft PowerPoint | Google Drive

● ADDITIONAL INFORMATION

DRIVING LICENCE

Driving License: B | 02 June 2021 – 16 Jun 2030