

Muhammad Khalil Ur Rehman

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Objective

Secure a responsible career opportunity that fully utilizes my training and skills, while making a significant contribution to the success of your institution.

About Me

I am Hafiz Muhammad Khalil Ur Rehman, a passionate, results-oriented academic professional with a strong background in Computer Science education and academic management. With diverse experience as a **Lecturer**, **Instructor**, and Administrative Coordinator, I excel in creating engaging learning environments, guiding students toward excellence, and implementing innovative teaching practices. I am dedicated to continuous improvement, teamwork, and contributing meaningfully to the advancement of education.

Work Experience

- **Currently working as an Instructor in the Computing and Technology Department at Iqra University, Islamabad (23 June 2025 to Present).**

Key Responsibilities:

- ✓ Conducting and supervising lab sessions for undergraduate courses, including:
 - **Programming Fundamentals (PF)**
 - **Database Management System (DBMS)**
 - **Artificial Intelligence (AI)**
 - **Operating Systems (OS)**
 - **Digital Logic Design (DLD)**
- ✓ Assisting students in understanding core computing concepts through practical implementations.
- ✓ Supporting faculty in preparing lab manuals, assignments, and assessments.
- ✓ Providing hands-on guidance to students in programming, simulation, and hardware-based tasks.
- ✓ Ensuring lab discipline, safety, and effective use of computing resources.
- ✓ Coordinating with course instructors to align lab sessions with theoretical content.
- **Currently working as a Senior Lecturer in Computer Science at Alpha Academy, Islamabad (September 2019 to present).**

- **2 months of experience as an Admin Officer and Social Media Coordinator at Alpha Schools and Colleges (April 2025 to June 20 2025).**
- **Two years of experience as a Lecturer in Computer Science at Alpha Schools & Colleges, Islamabad (April 2023 April 2025).**
- **One year of experience as a Lecturer Computer Science at Ghazali College for Women, Bhara Kahu, Islamabad (May 2022 April 2023).**
- **One year of experience as Head Examiner at Ghazali College for Women, Bhara Kahu, Islamabad (May 2022 to April 2023).**
- **Two years of experience as In-charge of the Examination Section at Alpha Academy, Islamabad (September 2021 March 2023).**

Key Responsibilities:

- ✓ Maintained the overall examination records of the students.
- ✓ Ensuring and maintaining strict secrecy of all information regarding the examinations.
- ✓ Arrangement for the timely issuance/provision of the examination material
- ✓ Instructing the supervisory staff and holding their meetings as and when required.
- **03 months working Experience as Admission Assistant (Intern) at Alhamd Islamic University, Islamabad, from January 2022 to April 2022.**

Key Responsibilities:

- ✓ Accepting student applications
- ✓ Assessing applications according to eligibility criteria
- ✓ Referring prospective students to specific program directors for additional information (when needed)
- ✓ Processing student registration
- ✓ Communicate with applicants about their application status, including acceptance/rejection.
- ✓ Referring accepted students to scholarships
- ✓ Preparation of students' files
- **06 months working experience as a Data Entry Operator at Alhamd Islamic University from May 2022 to October 2022**
- **Teacher of computers at Allied School Barakhu (1 Month) (Resigned).**
- **Home tuition of Quran and classes from 9th to BS.**

Qualification

S. No	Name of Certificate/Degree	Board/University Name	Year
1.	MS (CS)	Preston University H-8, Islamabad	2026 to Continue
2.	BS (CS)	Al-Hamd Islamic University, Islamabad	2018-2022
3.	HSSC (ICS)	BISE Sargodha	2015-2018
4.	SSC (Science, with Computer Science)	BISE Sargodha	2013-2015

Trainings & Certifications

- One-day workshop on Empowering teachers through Digital Media.
- Hafiz-e-Quran.
- SEO (Search Engine Optimization).
- Digital Marketing.
- Graphic Designing.
- Freelancing.
- Introduction to Domain Name and Web Hosting.
- Basic IT Literacy (14-month computer Course).
MS Word, MS Excel, MS PowerPoint, Urdu Typing.

Leadership

I have the natural ability to work as a leader. In my university career. I have performed duties in different committees as follows:

S. No	Committee	Designation
01	Alhamd Literary Society	President
02	Alhamd Volunteer	Head
03	Alhamd Disciplinary Committee	General Secretary

Computer Skills

- Microsoft Office
- Social Media Marketing
- Basic C/C++
- Python
- Operating System
- Graphic Designing
- SEO

Languages

- Punjabi
- Urdu
- English

Reference

Reference will be provided on request.