



Muhammad Kashif Nisar

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WORK EXPERIENCE

TRUSTTECH IT SOLUTIONS – PESHAWAR

DATA ENTRY OPERATOR – 03/02/2020 – 05/01/2021

Data Entry:

Accurately input and update data into the designated databases, spreadsheets, or systems.
Ensure data accuracy and completeness by verifying and correcting information.

Data Verification:

Review and cross-check data for discrepancies or errors.
Perform regular data quality checks to maintain high standards of accuracy.

Documentation:

Organize and maintain physical and digital documentation related to data entry activities.
Follow established procedures for record-keeping and data management.

Adherence to Guidelines:

Follow company guidelines and protocols for data entry and information handling.
Maintain confidentiality and security of sensitive information.

Communication:

Collaborate with team members and other departments to clarify information and resolve discrepancies.
Communicate effectively regarding data-related issues or concerns.

Efficiency and Productivity:

Meet established productivity targets while maintaining a high level of accuracy.
Identify and implement process improvements to enhance efficiency.

Problem Solving:

Identify and resolve data-related issues in a timely manner.
Report any anomalies or discrepancies to the appropriate personnel.

Training and Development:

Stay updated on data entry best practices and software updates.

TRUSTTECH IT SOLUTIONS – PESHAWAR

INVENTORY COORDINATOR – CURRENT

Inventory Management:

Maintain accurate records of all hardware, software, and technology assets.
Regularly update inventory databases and systems to reflect current stock levels and locations.
Conduct routine audits to verify physical inventory against database records.

Procurement Support:

Collaborate with procurement teams to ensure timely and accurate ordering of hardware and software components.
Assist in the evaluation of suppliers and vendors to optimize cost and quality.

Asset Tracking:

Implement and manage a system for tracking the lifecycle of technology assets, including acquisition, deployment, maintenance, and disposal.

Coordinate with relevant teams to track the movement of assets within the organization.

Forecasting and Planning:

Work closely with project managers and department heads to forecast future inventory needs based on project timelines and business growth.

Develop and implement inventory replenishment strategies to prevent shortages.

 **TRUSTECH IT SOLUTIONS** – PESHAWAR, PAKISTAN

WORDPRESS DEVELOPMENT EXPERIENCE – 04/02/2023 – CURRENT

- Over 1 year of experience in designing, developing, and maintaining WordPress websites.
- Proficient in customizing themes, plugins, and leveraging the WordPress platform to create responsive and user-friendly websites.
- Experience in integrating e-commerce solutions, setting up SEO strategies, and optimizing website performance.
- Skilled in troubleshooting, resolving technical issues, and providing ongoing website support.
- Collaborated with clients to understand their needs and deliver tailored website solutions that align with business objectives.

● **EDUCATION AND TRAINING**

01/01/2021 – 13/08/2023 Peshawar, Pakistan

MASTERS IN COMPUTER SCIENCE University of Engineering and Technology Peshawar

Algorithms and Data Structures:

Advanced study of algorithms and data structures, focusing on efficiency, design, and analysis.

Operating Systems:

In-depth exploration of operating system concepts, architecture, and design principles.

Database Management Systems:

Comprehensive understanding of database systems, including relational databases, data modeling, and database management.

Computer Networks:

Study of computer network architectures, protocols, and communication systems.

Software Engineering:

Principles and practices of software development, including software design, testing, and project management.

Artificial Intelligence and Machine Learning:

Exploration of AI and machine learning concepts, algorithms, and applications.

Computer Graphics:

Introduction to computer graphics, including 2D and 3D graphics, rendering, and animation.

Cybersecurity:

Understanding of cybersecurity principles, cryptography, network security, and ethical hacking.

Distributed Systems:

Study of distributed computing, including distributed algorithms, systems, and programming.

Human-Computer Interaction (HCI):

Examination of user interface design, usability, and interaction design principles.

Compiler Construction:

Concepts and techniques involved in the design and construction of compilers for programming languages.

Cloud Computing:

Overview of cloud computing models, services, and deployment strategies.

Computer Vision:

Exploration of computer vision techniques for image and video analysis.

Big Data and Data Analytics:

Study of techniques for handling and analyzing large datasets, including data mining and analytics.

Wireless and Mobile Computing:

Examination of wireless communication protocols, mobile device architectures, and mobile application development.

Parallel and Distributed Computing:

Advanced study of parallel computing architectures and distributed computing systems.

IoT (Internet of Things):

Introduction to IoT concepts, protocols, and applications.

Advanced Programming Languages:

In-depth exploration of programming languages, paradigms, and language design principles.

Website <https://www.uetpeshawar.edu.pk/> | **Field of study** Software and applications development and analysis , Computer use |

Final grade 3.00 | **Thesis** Survey Report on Cyber Security Reconnaissance Tools

01/03/2016 – 09/11/2020 Peshawar, Pakistan

BS SOFTWARE ENGINEERING Sarhad University of Science and Information Technology

Website suit.edu.pk |

Field of study Computer use , Database and network design and administration , Software and applications development and analysis |

Final grade 3.15 | **Thesis** Android App Development Ride Share named PAYHALF

01/01/2013 – 12/12/2014 Peshawar, Pakistan

HIGHER SECONDARY SCHOOL CERTIFICATE Fazaia Degree College Peshawar

Website <https://fazaia.edu.pk/fazaiaegreecollegepeshawar>

01/01/2002 – 12/12/2012 Peshawar, Pakistan

SECONDARY SCHOOL CERTIFICATE (MATRICULATION) Fazaia Model School PAF Camp Badaber Peshawar

Website <https://fazaia.edu.pk/ficbadaber>

● LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	B2	B2	C1

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

● SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Begginer Adobe Illustrator | Adobe Photoshop (basic elements) | Web Technologies Fundamentals - HTML, CSS | Analytical and Research | SPS (inventory software)