

Khurshid Alam

PERSONAL INFORMATION

Father's name : Bakht Rawan.
Date of Birth : 07/03/1986
Domicile : Dir Lower.
Nationality : Pakistani
Religion : Islam
Marital Status : Married
CNIC # : 15307-7228538-3.



Department of Law, UOM.



Kh_alam2010@yahoo.com



0345-9522196

➤ OBJECTIVES

My main objective is to obtain a responsible position in forward looking organization that can offer a challenge to my abilities and where my high regards for loyalty combined with my capacity to work hard and diligence can be related to job satisfaction and promotional prospects. I am motivated to work in an organization which demands highly intellectual and strong personal commitment. To attained a leading position in the field of computer technology by working in various Professional Organizations and to use different kinds of soft wares for my personal experience.

➤ ACADEMIC QUALIFICATION

Degree /Certificate	Passing Year	Board /University	Total Marks	Marks Obtained	Grade /Division
SSC	2002	BISE Swat	850	605	1 st
Fsc	2004	BISE Malakand	1100	771	1 st
B A	2004	Islamia College, Peshawar	550	307	2 nd
MA (LLB)	2010	University Of Peshawar	2100	1310	1 st
M. A Pol. Science	2014	University of Malakand	1100	716	Distinction
LL.M	IN PROGRESS...	University Of Peshawar...			

➤ EXPERIENCE

EXPERIENCE /PLACE	DEPARTMENT /ORGANIZATION	TOTAL EXPERIENCE
Practicing Lawyer	Courts of sessions & Magistrates, Peshawar.	2010 – 2011
❖ Report writer for University of Malakand in UNDP project on strengthening rule of law programme in Malakand.	University Of Malakand	2014-2015
❖ As a “Master Trainer” in Paralegal Certificate Course	University Of Malakand	2015-2018
Serving as <u>Lecturer</u> in Law	University of Malakand	2012 till date

➤ **ACQUIRED SKILLS AND STRENGTHS**

- **Excellent problem solving and computation skills to work with complex data.**
- **Strong interpersonal skills- able to negotiate and recommend ideas and solutions to resolve issues.**
- **High attention to detail to ensure consistent accuracy in work.**
- **Excellent listening and observation skills to acquire new knowledge quickly to complete tasks.**
- **Cool under pressure; Able to work with deadlines and manage tasks on my own and within team.**
- **My presentation skill got further boost during working as an advocate and as a lecturer in University of Malakand.**

➤ **INFORMATION TECHNOLOGY SKILLS**

- **Advance Microsoft Office Automation 2003.**
- **Advance Microsoft Access.**
- **Advance Microsoft Excel.**
- **Diploma in Graphic Designing.**
- **Advance Microsoft Operating System.**
- **CIT (Certificate in Information Technology).**

➤ **INTEREST**

- **Reading Books, Newspaper etc**
- **To construct Quality Research**
- **Watching Documentaries**

➤ **LANGUAGES**

- **English** **Being an International Language has good Communication skills in both writing and speaking.**
- **Urdu** **Being a National Language has excellent Communication skills in both writing and speaking.**
- **Pashtu** **Being a Mother Language has excellent Communication skills in speaking.**

➤ **REFERENCES**

- **Reference will be available upon request**

