



# Wajid Ullah

## Contact

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- Riyadh, Saudi Arabia
- wajidullah.com

## Skills

MS OFFICE	<div style="width: 100%;"></div>
GRAPHIC DESIGN	<div style="width: 100%;"></div>
WEBSITE DESIGN	<div style="width: 100%;"></div>
VIDEO EDITING	<div style="width: 100%;"></div>
OPERATING SYSTEM	<div style="width: 100%;"></div>

## Language



## Profile



Wajid Ullah is an IT expert and highly skilled digital creator with extensive experience in Microsoft Office, Adobe Photoshop, CorelDraw, HTML, CSS, WordPress, Filmora and Camtasia. Possesses comprehensive knowledge of various system software, including all versions of Windows and remote application software like TeamViewer. Completed NEBOSH, Safety Supervisors, and Electrician courses, and holds a Diploma in IT (Information Technology).

## Education



### Diploma in IT:

I have done Diploma in IT from GTVC Matta.

### Certificate in IT:

I have done Certificate in IT from INSTITUTE OF COMPUTER & IT CONSULTANTS OF EDUCATION, MINOGRA SWAT.

### Certificate in WordPress:

I have done Certificate in WordPress from DIGISKILLS.PK.

### Certificate in Graphic Design:

I have done Graphic Design course from DIGISKILLS.PK.

### FSC (Pre-Medical):

I have done FSC (Pre-Medical) from GHSS Labat.

### Matric (Science):

I have done matric from Al-Qalam Public High School Aghal.

## Work Experience



### Since 2020 : Still working

#### MS Office:

Worked extensively on MS Office, including Microsoft Word documents, Excel sheets, PowerPoint presentations, and MS Access databases for many individuals in the local area.

#### Graphic Designing:

With the help of CorelDraw and Adobe Photoshop, Wajid Ullah has worked on many designs of Visiting Card, Business Cards, Logos, Banners, and Certificates etc.

#### Operating System and Software Installation:

- He has Installed various operating systems on computers and laptops for many individuals in the local area.
- He has Solved problems related to software and driver installations for customers, ensuring complete satisfaction.

Overall, Wajid Ullah has gained a reputation for providing reliable and efficient service to his clients, consistently receiving positive feedback and building strong relationships.

S. No. 20533



Khyber Pakhtunkhwa Board of Technical & Commerce Education Peshawar Pakistan

DIPLOMA IN INFORMATION TECHNOLOGY

Session Ist Term 2022

This is to certify that

Mr/Miss WAJID ULLAH

Son/Daughter of RAFIQ ULLAH

Registration No. GTVC/SWT/DITR/2nd-21/M-34932

of GOVERNMENT TECHNICAL AND VOCATIONAL CENTER (BOYS) MATTA SWAT

has satisfactorily completed the one year duration Information Technology course titled " Diploma in Information Technology" and passed the Examination held by the Khyber Pakhtunkhwa Board of Technical and Commerce Education, Peshawar, in the month of March 2022

He/She secured 1146 Marks out of 1400 and has been placed in Grade A+

In recognition thereof, this Diploma In Information Technology is awarded to him/her at Peshawar,

on the 22nd day of September 2022

ASSISTANT SECRETARY

SECRETARY

This Diploma is issued without any alteration or eraser

Reg. No. SDCP/ICITCE-SWT/03492

S. No. A- 84722

R. No. 003404-2021

# Skill Development Peshawar Council

Established Under National Training Ordinance 1980

Trade Proficiency Certificate



This is to certify that

Mr/Mrs/Miss. WAJID ULLAH Son/Daughter/Wife of RAFIQ ULLAH

Has successfully completed a special training course organized by the SDC Peshawar  
in the trade of CERTIFICATE IN INFORMATION TECHNOLOGY  
held at INSTITUTE OF COMPUTER & INFORMATION TECHNOLOGY CONSULTANTS OF EDUCATION, MINOGRA SWAT


From 01-12-2020 To 31-05-2021

In recognition thereof this certificate is issued

On 3<sup>rd</sup> day of AUGUST 2021

  
PRINCIPAL



  
HAJI MUHAMMAD JAVED  
CHAIRMAN  
SDC PESHAWAR

# TRAINING CERTIFICATE

**WAJID ULLAH**

has completed the training in **WORDPRESS** course under DigiSkills Training Program  
DSTP2.0-BATCH-03 Nov 2022-Jan 2023

*Anhad Saleem*  
Rector, Virtual University

*Abdus Sami*  
CEO, Ignite



# TRAINING CERTIFICATE

**WAJID ULLAH**

has completed the training in **FREELANCING** course under DigiSkills Training Program  
DSTP2.0-BATCH-02 Jul 2022-Oct 2022

*Ashad Saleem*  
Rector, Virtual University

*Asim Wasim*  
CEO, Ignite





# The **INNOVATIVE** English Learning Centre

## Certificate of Completion

*This certificate is awarded to*

Mr./Miss WAJID ULLAH S/o/D/o RAFIQ ULLAH.

who has successfully completed the **English Language Course**.

Which commenced from 3-10-2019 to 3-02-2020.

We appreciate his/her spectacular performance during the learning period.

Administrator \_\_\_\_\_

*Director*  
Innovative English Computer  
Teaching Institute

Date of Issue 13-7-2020



# KHYBER PAKHTUNKHWA TRADE TESTING BOARD

## PESHAWAR PAKISTAN

### Technical & Vocational Training Course

Serial No. 103286 Session 2022 Roll No. 29643

Certified that Mr./Miss/Mrs. Wajid Ullah S/D/W.O. Rafiq Ullah

Registration No. GTVC/B/MTA/SWT/SS/22/29643 Institute Government Technical and Vocational Centre (Boys) Matta Swat

appeared and passed the trade proficiency test in accordance with the requirements of the National Occupational Skill standards of (06-MONTHS) duration prescribed by the National Training Board, Government of Pakistan in

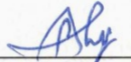
the Trade of Safety Supervisor. The test was conducted by the Khyber Pakhtunkhwa Trade

Testing Board 28th September 2022 His/Her proficiency in the trade test is as under:-

1) Theory 67/100 2) Practical 175/200 Total 242/300

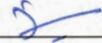
The examination was taken as a whole/in parts.

And in recognition thereof this Trade Certificate is issued on 13th December 2022



Secretary





Chairman

Registration No. GTVC/M.SWT/G.ELC/CBT/22/33282

Sr. No. CBT-26589



Government of Pakistan

# NATIONAL CERTIFICATE



It is certified that Wajid Ullah S/D/O Rafiq Ullah  
holding CNIC / B-Form 15601-5829795-7 has been awarded

National Certificate of Vocational Qualification


In Electrical Technology (General Electrician)

on fulfilling the requirements in level 2  
of National Vocational Qualification Framework (NVQF)

through National assessors authorized by  
Khyber Pakhtunkhwa Trade Testing Board (KP-TTB)


Issued on this 3rd day of February 2023



  
Secretary

KP-Trade Testing Board



  
Chairman

KP-Trade Testing Board





# BOARD OF INTERMEDIATE & SECONDARY EDUCATION

516212

S.No.(SB)

SAIDU SHARIF SWAT.

Khyber Pakhtunkhawa (Pakistan)



## PROVISIONAL AND DETAILED MARKS CERTIFICATE SECONDARY SCHOOL CERTIFICATE EXAMINATION

Session 2018 (Annual)

Group ( Science )

This is to certify that Wajid Ullah

Enrol. No 6-B/SW1345-2016

Son of Rafiq Ullah

Roll No 74908

and Student of Al-Qalam Public School Aghal Matta, Swat.

has secured the marks shown against each subject in the Secondary School Examination held in the month of March as Regular

Subject	Marks	MARKS OBTAINED					
		9Th		10Th		Total	In Words
		Th	Pract	Th	Pract		
1. English	150	64	-	60	-	124	One Hundred Twenty-Four
2. Urdu	150	47	-	60	-	107	One Hundred Seven
3. Islamiyat	100	33	-	44	-	77	Seventy-Seven
4. Pakistan Studies	100	30	-	33	-	63	Sixty-Three
5. Maths	150	62	-	66	-	128	One Hundred Twenty-Eight
6. Physics	150	57	10	59	8	134	One Hundred Thirty-Four
7. Chemistry	150	43	7	43	9	102	One Hundred Two
8. Biology	150	49	10	50	8	117	One Hundred Seventeen

Total 1100

852-A Eight Hundred Fifty-Two Only

Remarks

Date of Birth (In Figures) 03 January , 2002

(In Words) 03rd, January , Two Thousand Two

Prepared and Checked by M\_RAZIQ

Date Prepared : 27-JUN-18

Result Declaration Date: 28 June , 2018

Note: Errors / Omissions are subject to subsequent rectification.

Controller of Examinations  
BISE, Saidu Sharif, Swat.



ANNOTATIONS

Religion  
**ISLAM**

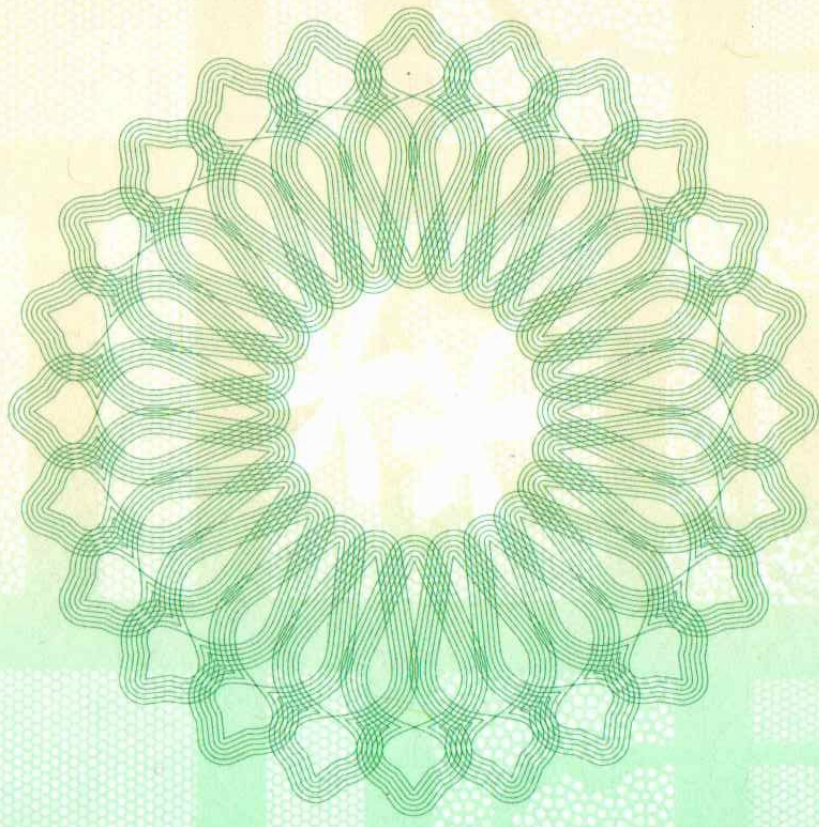
Previous Passport  
**N/A**

HOLDER'S SIGNATURE OR THUMB IMPRESSION

حامل ہذا کا دستخط یا نشان انگوٹھا  
NOT VALID WITHOUT SIGNATURE OR THUMB IMPRESSION  
یہ پاسپورٹ بغیر دستخط یا نشان انگوٹھا ناقابل استعمال ہے۔

یہ پاسپورٹ سوائے اسرائیل کے دنیا کے تمام ممالک کے لئے کارآمد ہے۔

THIS PASSPORT IS VALID FOR ALL COUNTRIES OF  
THE WORLD EXCEPT ISRAEL.



## **Profile:**

As a skilled digital creator, Wajid Ullah possess expertise in various software, including Microsoft Office, Adobe Photoshop, CorelDraw, HTML, CSS, and WordPress. He has worked extensively on MS Office, assisting many individuals in his local area with his Microsoft Word documents, Excel sheets, PowerPoint presentations, and MS Access databases. His proficiency in graphic designing using CorelDraw and Adobe Photoshop has allowed him to work on certificates, business cards, visiting cards, CVs, logos, banners, and more, always ensuring complete customer satisfaction. He coupled with his strong problem-solving skills and ability to install and troubleshoot software, further enhances his professional capacity. Moreover, He hold a Diploma in Information Technology and have completed NEBOSH, Safety Supervisors, and Electrician course, making him a well-rounded and knowledgeable individual.

## **Professional Skills:**

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Access)
- Expertise in Adobe Photoshop and CorelDraw for graphic designing
- Familiar with web development using HTML, CSS, WordPress and WIX
- Familiar with video editing using Filmora, Camtasia, CapCut and Shotcut
- Familiar with all versions of Windows, including Windows Server
- Knowledgeable in remote application software, such as TeamViewer
- Strong problem-solving skills and ability to install and troubleshoot software

## **Education:**

- Bachelor of Arts (pending), Allama Iqbal Open University
- NEBOSH (waiting for Result)
- Safety Supervisors Course (completed)
- Electrician Course (Completed)
- Diploma in Information Technology (completed)
- FSC (class 12th) from Government Higher Secondary School Labat in 2020 (completed)
- Matriculation (class 10th) from AL-Qalam-Public School Aghal in 2018 (completed)

## **Experience:**

- Worked on Microsoft Word documents, Excel sheets, PowerPoint presentations, and MS Access databases for many individuals in the local area.
- Designed various graphic elements using CorelDraw and Adobe Photoshop, including certificates, business cards, visiting cards, CVs, logos, banners, etc.

## **Personal Information:**

**Date of Birth:** [03-01-2002]

**Nationality:** [Pakistani]

**Languages:** Pashto English, Urdu

**Current Address:** [Al Fariyan, Riyadh, Saudi Arabia]

## **References:**

Available upon request. Or Visit to [wajidullah.com](http://wajidullah.com) for getting more information.