



## EXPERIENCE

(Nov 2021 – Present)

Customer service representative at Brain Brick software House, Lahore

(Jan 2019 – March 2021)

Social Media and Content Manager at Envision Digital, Lahore

(Jan 2018 – Present)

Overseas Exam Superintendent at Virtual University of Pakistan

(Sept 2017 – Dec 2017)

CS Teacher at Allied School Systems, Lahore

(April 2016 – June 2017)

Lecturer at PSE College, Lahore

(May 2015 – March 2016)

Lecturer Govt. Degree College for Women.



## EDUCATION

### MS in Computer science

(Spring 2016- Fall 2018)

Virtual University of Pakistan, Lahore. [1<sup>st</sup> Div]

### BS in Information Technology (Hons)

(Fall 2008-Fall 2014)

Virtual University of Pakistan, Lahore. [1<sup>st</sup> Div]

### Higher Secondary School

(2006-2008)

Board of Intermediate and Secondary Education  
Dera Ghazi Khan

ICS in (Computer, Maths, Physics) [1<sup>st</sup> Div]

(2004-2006)

Board of Intermediate & secondary Education Dera  
Ghazi Khan

Matric (Computer, Maths, Physics) [1<sup>st</sup> Div]



# Birra Bakhtawar

## Customer Support & Content Writer



### CAREER

Seeking a challenging and rewarding position, with a strong will to prosper in any assigned duties and passion to quickly learn and adjust to new environments and technologies.



### CONTACT



+971 58 129 4492



[birra.bakhtawar@gmail.com](mailto:birra.bakhtawar@gmail.com)



### Linkedin:

<https://www.linkedin.com/in/birra-b-013308142/>

### Google Scholar:

<https://scholar.google.com/citations?user=RVqo4ncAAAAJ&hl=en&oi=ao>

## CONFERENCES/TRAININGS

### International Islamic university Islamabad

Master Hajjaj Trainer Selected by  
WAZARAT E MAZHABI UMOOR

1st - 10 October, 2009

### GM Siddiqua's Deen e Fitrat Hajj / Umrah Academy, Rawalpindi

9 October, 2009 Master  
Hajjaj Trainer

### Virtual University Of Pakistan

3<sup>rd</sup> e-learning and distance Education  
Conference

14-15 March, 2016

### Virtual University of Pakistan

33<sup>rd</sup> Annual Conference of Asian Association of Open  
Universities

14 – 16 Oct, 2019

## PUBLICATIONS

1. Muhammad Ibrahim, Shabib Aftab, **Bakhtawar**, Munir Ahmad, Ahmed Iqbal, Nauman Aziz, Muhammad Sheraz Javeid, Baha Najim Salman Ihnaini. "Exploring the Agile Family: A Survey." International Journal of Computer Science & Network Security, Vol No. 10 (2020): pp 163-179.

2. Sadia Khan, Muhammad Abuzar Fahiem, **Bakhtawar**, Shabib Aftab, Munir Ahmad, Nauman Aziz, Abdullah Almotilag, Nouh Sabri Elmitwally. "Latest Transformations of XP Process Model: A systematic Literature Review." International Journal of Computer Science & Network Security, Vol. 21 No. 6 pp.143-150

3. Sadia Khan, **Bakhtawar**, Shabib Aftab, Munir Ahmad. "IXP: An improved XP Process Model". International Journal of Modern Education and Computer Science.

4. Faseeha Matloob, **Bakhtawar**, Shabib Aftab. "Software Defect Prediction using Machine Learning based Fuzzy System". ICST Transactions on Scalable Information Systems.

## Skills and Abilities

- Proficient in Microsoft Office Suite, with hands on experience with MS Word and PowerPoint
- Hands on grip on social media handling and content writing.
- Social Media handling using business suite.
- Ability to work in a team and under pressure.
- Ability to make Software Documentation (Software Requirement Specification (SRS))
- Good command over English language
- Digital Marketing on Facebook, IG and Youtube.
- Influencer Marketing

## Personal Skills

- Ability to handle multiple tasks,
- Good interpersonal skills,
- Good analytical & design skills,
- Work well even under pressure,
- Good communication skills and business & Technical Writing (for Oral & Written Communication)
- Social media handling using business suite.

## Interests

- Travelling
- Hiking
- Skating
- Horse Riding
- General Knowledge
- Novels Reading