



# SAID WALI KHAN

## SUMMARY

Versatile IT professional familiar with operating and checking computers, servers and peripheral devices with minimal oversight. Strong organisational and analytical skills with special expertise in data management, analysis and communication. Proficient in Microsoft Office and other computer applications. Quick typing skills and strong work ethic. Expert at coordinating and completing projects with minimal supervision. Proven strengths in relationship building and communication.

## EDUCATION

**SSC | Science**

Govt Higher Secondary School No.1 Peshawar Cantt

**HSSC | Pre Engineering**

Government College Peshawar

**Bachelor of Science | Computer Science**

University Of Peshawar

**Diploma in Information Technology | IT**

Govt College Of Management Sciences Peshawar

## EXPERIENCE

November 2019 - Current

**Data Entry Operator**

- Improved productivity initiatives, managing budgets and accounts, coordinating itineraries and scheduling appointments.
- Created weekly and monthly reports and presentations.
- Provided high level of administrative support, which included copying and distributing documents and materials.


October 2020 - November 2021

**Teacher (Private)**


- Employed a broad range of instructional techniques to retain student interest and maximise learning.
- Prepared unit and lesson plans for courses of study, following curriculum guidelines and common core standards.

## CERTIFICATION

- Digital Marketing from dgskills.pk
- Social Media Marketing from UNDP
- Social Media Certified from Hubspot Academy

 Bazar Zakha Khel Tehsil Landi Kotal, District Khyber, Pakistan

 03365196868

 saidwalipro@gmail.com

## SKILLS

- Communication skills
- Problem-solving
- Time management
- Customer-focused
- Strategic planning
- Marketing
- Social media marketing
- Multilingual
- Public relations

## LANGUAGES

- Pashto (Native)
- Urdu
- English

## HOBBIES

- Traveling
- Cooking
- Reading
- Cricket
- Watching YouTube
- Gardening