**Maaz Khan**

**BS-Honors in Computer Science**

# Cell: +92-345-9532835

**Email:** **Maazkhan460@gmail.com**

**OBJECTIVES**

To find a challenging position in an Organization where I can utilize my skills and competencies in a better way to bring about a positive difference and contribute to the growth of organization as far as possible.

**PROFESSIONAL SKILLS**

* Database Administration and Information Management
* Collection and compilation of data for analysis and decision making
* Data/Information supervision, Analytical and Reports Writing skills

**Professional EXPERIENCE**

**Data TTM: April, 2015 to July, 2022**

 **United Nations World Health Organization**

**(District Health Office at Timergara District Dir lower)**

* **Role and Responsibilities:**
* Under the direct supervision of the Polio Eradication Officer and the overall supervision of the WHO Representative, Maintain and update a proper computerized information system of data for analysis and decision making.
* Assist in getting campaign coverage data from all Union Councils of district Dir Lower to timely compile data and share with the Program Data Assistant Malakand Division.
* Update and analyze data at union council levels. Identify problems/inaccuracy in data files and inform the Monitors enable timely corrections.
* Over all administration of Monitors and Communicate about the schedule and all other activities about Polio Campaigns.

**Internee: May, 2016 to April, 2017**

**DC Office Dir Lower**

**(Prime Minister’s Youth Training Scheme)**

* **Role and Responsibilities:**
* Worked as an internee under the Prime Minister’s Youth Training scheme at deputy commissioner office Dir lower.

**Certified Information Technology Teacher: August 2017 up to date.**

 **Elementary and Secondary Education Department Khyber Pukhtoonkhwa**

**(Education Department District Dir lower)**

* **Role and Responsibilities:**
* Developing an appropriate skills and social abilities in students according to their age, aptitude, and ability.
* Planning all of the classroom’s lessons to ensure they were in line with the KP E & SE curriculum.
* Implementation of a brand-new teaching strategy designed.
* Maintaining discipline in a challenging classroom environment.
* Prepare and asses students for examinations and motivate them to succeed in the world of Information and technology.
* Maintain an up to date knowledge of the curriculum structure and new teaching methods.

**EDUCATIONAL QUALIFICATION**

* **Degree Name BCS (Honors) Computer Science (2011-2015) A-Grade**

 Department of Computer Science University of Agriculture Peshawar

* **Degree Name HSSC Pre-Engineering (2010) B-Grade**

 Board of Intermediate & Secondary Education Malakand

* **Degree Name SSC Science (2008) A-Grade**

 Board of Intermediate & Secondary Education Malakand

**Information technology skills**

* Microsoft Office (Word, Excel, Power point, Access)
* Windows 10, Windows 8, Windows 7, Windows XP, Windows 2000.
* All types of Applications, Systems Software, Hardware Installation, Troubleshooting and Maintenance
* Data/Information supervision and analysis
* Designing and Development of reporting formats and tools data analysis and decision making.
* Database Administration and Developer (8g,10g,11g),Structured Query Language

**Interests, Hobbies and Co-Curricular activities**

* Watch and Play Cricket
* Internet Browsing

**Personal Information**

* Father Name Ghulam Nabi
* CNIC Number 15302-5391890-9
* Date of Birth January 7, 1992
* Domicile Dir Lower
* Marital Status Single
* Religion Islam
* Nationality Pakistani
* Permanent Address Village and P/O Saddo, Timergara, District Dir lower

**KNOWLEDGE OF LANGUAGES**

* English Reading, Writing and Understanding Fluent
* Urdu Reading, Writing and Understanding Fluent
* Pashto Reading, Writing and Understanding Fluent

**REFRENCES**

 Available on request.