

Curriculum Vitae

Subject: Apply for the post of Program Data Assistant

Muhammad Fahad

Mobile  # 0092-3348830643

E-mail Address : mfahadgul77@gmail.com



PERSONAL SUMMARY

I am a Computer Sciences graduate, did a Master's in Computer Science (MS Computer Science). I have more than 5 years of Program Data Assistant, Computer Operator, Data entry, Data Management, Data Analyzing, Data Processing, Document Controlling, Reports writing and Modem Configuration, DSL, ADSL, LAN, MAN, WAN experience in well-reputed organizations. I have an excellent academic career besides other achievements. I am always committed to hard work, working on own initiative, and always willing to capture opportunities to excel in my abilities, enabling myself to meet new challenges.

EDUCATION

MS (Computer Science)	2016
<u>Cecos University of IT and Emerging Sciences, Peshawar, KPK-Pakistan</u>	
BS Computer Science	2011
<u>University of Science and Technology Bannu, KPK-Pakistan</u>	
F.Sc (Pre-Engineering)	2007
<u>Govt Degree College Ghoriwala, Bannu, KPK-Pakistan</u>	
Matric (Science)	2005
<u>Govt High School Ismail KhelBannu, KPK-Pakistan</u>	
Diploma In Information Technology from Peshawar Board (One Year)	2017

WORK EXPERIENCE

- Data Support Officer:**
DEOC Office Bannu FIPV Campaign In June 2022.
- Program Data Assitant:**
Super Ready General Maintenance and Contracting Company Abu Dhabi *Oct 2019 to Oct 2021*
- Program Data Assitant:**
Zaman and Sons Construction Company, Bannu, KPK ,Pakistan *April 2017 to Sep 2019*
- Program Data Assitant / Computer Operator:**
Tianshi International Chines Company, Bannu,KPK-Pakistan *Aug2015toMar2017*
- Program Data Assitant / Computer Operator:**
Pakistan Red Crescent Society KPK Pakistan *Jun 2013 to Aug 2014*

The duties are performed with different organizations listed below:

- Gather data
- Maintaining and updating databases
- Processing and organizing documentation
- Preparing progress reports
- Analyzing data as needed.
- Database Administration.
- Daily Backup
- Restoring of data from backup
- Type letters, memoranda, and other material from copy or rough drafts as assigned.
- Provide Administrative Assistant support.
- Perform Excel Data Entry.
- MIS
- Email.
- Communicate and maintain effective relationships with the public.
- Print and write legibly.
- Perform routine clerical duties in office.
- Sort and file materials and reports.
- Understand Communicate and follow oral and written directions.
- Perform other duties as assigned.
- Managing reception office during non-availability of receptionist.
- Ensure optimal customer service by efficient team management.
- Help illiterate customers, if need arises.
- Draft correspondences and other formal documents.
- Follow up clients through emails and phone.
- Attend weekly meeting with Manager.
- Monthly meetings for production updates.
- Perform other tasks as may be required by immediate superior.

PROJECTS:

- Dual Energy X-Ray Image Enhancement Using a Hybrid Approach (Master Degree FINAL YEAR Research).
The Master's degree final year research project is designed and formulate for the Airport baggage inspection system. The framework is used for removing noise from the images taken from the sensor system of baggage inspection at the airport.
- Property management Website (BS CS Final Term Project)

CERTIFICATIONS:

- CCNA (Cisco Certified Network Associate)
- MCSE (Microsoft Certified Solution Expert)
- Web Development training Course From KP IT Board In 2017
- PHP and MYSQL from Academy of Engineering Peshawar.
- Six month computer courses from Mora vocational training course Bannu .
- Short courses from global institute of computer science Bannu
- Typing Course from City Computer Bannu.
- English language Course from University of Science and Technology Bannu.
- Certification of English Proficiency from CECOS University Peshawar.

- National Youth & Volunteer Camp at Chattar Plain Mansehra organized by Pakistan Red Crescent Society- 2012 attended as a Volunteer.

I.T TECHNICAL SKILLS:

- **Database Development and Managing.**
- MS Office (MS Word, MS Excel, MS Power Point, Outlook, MS Access)
- **Programming Languages:** PHP, CodeIgniter MVC, MySQL, HTML, Bootstrap, VB.Net , Asp.Net with VB.NET, Asp.net with C# , Sql Server,
- **Web Development.**
- **Internet Browsers:**IE, Mozilla Firefox with firebug plug-in, Google Chrome, Opera, Internet browsing.
- Basic of Computer, Installation & Configuration of Hardware, BIOS Setup etc.
- **Operating System** (Window XP, Vista and Windows 7, 8, 10).
- **Telecommunication:** configuration and installation of and ManagedWIFI Router, OpticalFiber, Twisted PairCable, RJ45 Connector, and ADSL/DSL.
- Good Typing Speed English and Urdu.
- Good time management.
- MS Office
- Google Chrome
- Internet Explorer
- Web Searching
- Email

PUBLICATIONS:

- Dual Energy “X Ray” Image Enhancement Using Hybrid Approach. The Journal of Mechanics of continua and mathematical sciences. **Muhammad Fahad**, Sheeraz Ahmad, BurhanUllah , Malik Taimur, Said Khalid Shah, NajeebUllah. Mehr-e-munir, DOI:<https://doi.org/10.26782/jmcms.2019.06.00004>.
- Empirical Analysis of Recent Advances, Characteristics and Challenges of Big Data. Published in European Alliance for Innovation [EAI]. Burhanullah , Aurangzeb Khan, Khairullah Khan, Wahab Khan, Muhammad Kamran , **Muhammad Fahad Khan**. Paper ID: 2373. DOI: <https://eudl.eu/doi/10.4108/eai.13-7-2018.159621>.
- Adopting Modern Energy Conservation Measures to Enhance Building Energy Efficiency. The Journal of Mechanics of continua and mathematical sciences. Muhammad Yousaf, Imran Abbas, ShahidAtiq, Sheeraz Ahmad, Amadudin, **Muhammad Fahad**. DOI:<https://doi.org/10.26782/jmcms.2019.06.00039>.
- Smart Energy Control Internet of Things based Agriculture Clustered Scheme for Smart Farming [IJACSA]. SabirHussainAwan,SheerazAhme ,ZeeshanNajam,MuhammadYousaf Ali Khan,AsifNawaz,**MuhammadFahad** ,Muhammad Tayyab, AtifIshtiaq DOI:10.14569/IJACSA.2020.0110320

PERSONAL PROFILE

Date of Birth	Feb, 1989
Nationality	Pakistani
Marital status	Married
Languages'	English ,Urdu /Hindi, Pashto
Join	Immediate can join
Religion	Muslim



REFERENCES

Available on request.