



Muhammad Tahir Khan

Date of birth: 10/01/2000 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:** (+92) 03073989499 (Mobile) | **Email address:** tahirabbas5242@gmail.com | **Whatsapp Messenger:** +923429809105 |

Address: Village, Tang khatta Post Office and Tehsil Khar Tribal District Bajaur, Ex FATA, Khyber Pakhtunkhwa, Pakistan, 18650, Bajaur, Pakistan (Home)

WORK EXPERIENCE

20/07/2017 – 31/01/2018 BAJOR AGENCY (B008), Pakistan

CORRESPONDENCE CLERK INSTITUTE OF PROFESSIONAL STUDIES SADIQ ABAD PHATTAK BAJAUR

Sorts, Opens, time stamps, distribute, collect and send out letters and Emails etc.
Keep records all registers and files of this institute.
Assist simple indexing and filing of correspondence and office work.

02/02/2018 – 31/07/2019 BAJOR AGENCY (B008), Pakistan

DATA ENTRY OPERATOR MALAK BASHAK CONSTRUCTION COMPNAY AND CONTRACTOR PVT. LTD.

Drafting of Official letters and data entry of sites executed by the firms.
Preparation of monthly accounts, bills and salary matters of the staff.
Other responsibilities assigned from time to time by the MD.

EDUCATION AND TRAINING

01/02/2021 – 19/02/2023 Chakdara , Pakistan

MASTER OF SCIENCE IN ECONOMICS University of Malakand

Address Chakdara Dir Lower Khyber Pakhtunkhwa, Pakistan, Chakdara , Pakistan | **Website** www.uom.edu.pk

05/08/2018 – 09/12/2020 Bajaur, Pakistan

BACHELOR OF SCIENCE IN PHYSICS Government Degree college Barkhalozai Bajaur

Address Barkhalozai District Bajaur, Khyber Pakhtunkhwa, Pakistan, Bajaur, Pakistan

01/08/2016 – 19/06/2019 Bajaur, Pakistan

FSC PRE ENGINEERING Governor's Model school and College for Boys

Address Civil Colony Khar Bajaur, Khyber Pakhtunkhwa, Pakistan, Bajaur, Pakistan

01/03/2014 – 13/06/2016 Bajaur, Pakistan

MATRIC SCIENCE National Academy of Modern Learning

Address Khar Bajaur Khyber Pakhtunkhwa, Pakisatn, Bajaur, Pakistan

15/09/2019 – 10/12/2020 Bajaur, Pakistan

DIPLOMA IN INFORMATION TECHNOLOGY Institute of Professional studies

Address IPS Sadiq Abad Phattak Bajaur, Khyber Pakhtunkhwa, Pakistan, Bajaur, Pakistan

LANGUAGE SKILLS

Mother tongue(s): **PUSHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
URDU	C1	C2	B2	B2	C2
ENGLISH	B2	C1	B2	B2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Word | Microsoft Excel | Social Media | Google Drive | Facebook

● **ADDITIONAL INFORMATION**

DRIVING LICENCE

Driving Licence: B | 24/09/2019 – 23/09/2024

HOBBIES AND INTERESTS

Playing Cricket and Online Games To maintain physical fitness and stamina, I play cricket for about two hours daily.

For mental refreshment and fun, I also play online games.

VOLUNTEERING

17/09/2018 – 31/03/2019 PRCs Khar Bajaur Ex FATA, Khyber Pakhtunkhwa, Pakistan
First Aid Responder Team Member

02/05/2019 – CURRENT PRCs Khar Bajaur Ex FATA, Khyber Pakhtunkhwa, Pakistan
Community Base Risk Education and Safer Behavior Program

22/08/2022 – CURRENT Khar Bajaur Ex FATA, Khyber Pakhtunkhwa, Pakistan
District Finance Head

DIGITAL CENSUS OF PAKISTAN

01/03/2023 – 15/05/2023

Enumerator

Enumeration and data collection of the households through tablets in a specific block assigned by the Govt. This is the first ever digital census of Pakistan which was done through tablets.

MOSQUITO NET DISTRIBUTION SURVEY 2018

01/06/2018 – 15/09/2018

Enumerator

In 2018, Pakistan Red Crescent was distributed the mosquito nets (marchardani). The data was collected by android phone. I was also part of this activity.