

## PERSONAL INFORMATION



**Wahid khan** BCS (Hons) Computer Science  
M.sc Economics  
Hotel Managment Diploma .

**Nationality:** Pakistani

**Cell No:** +923425299528

**Email:** [Wahidkhan2645@gmail.com](mailto:Wahidkhan2645@gmail.com)

**Permenent Address:** District and tehsil Dir Upper, village Jasmin Town, KP, Pakistan.

**Temporary Address:** Dinbhar colony Charsadda Road Peshawer.

## CAREER OBJECTIVES

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements. To be involved in work where I can utilize skill and creatively involved with system that effectively contributes to the growth of organization.

## EDUCATION

**M.SC( Economics ) University of Peshawer**

**BCS (Hons) Islamia College University of peshawer**

**Pre Engineering . Goverment Degree College Upper Dir kpk**

**SSC . Allama.Iqbal.Model High School.upper Dir kpk**

## AREAS OF INTEREST

CCNA (Routing and Switching) (Cisco Certified)

CCNP (Routing and Switching ) (Training completed)

## PROFESSIONAL SKILL

**Tools:** CISCO Packet Tracer, GNS3, Microsoft Office.

**Languages:** C, JAVA, C++.

## MAJOR COURSES STUDIED IN ACADEMIC CAREER

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|--|---|
| <ul style="list-style-type: none"><li>• Networking</li><li>• Digital image processing</li><li>• Digital Communication Systems</li><li>• Computer Programming</li></ul> | <ul style="list-style-type: none"><li>• Data structure</li><li>• Data base</li><li>• Digital logic Designs</li><li>• Data Communication and Computer networks</li></ul> |
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## PROFESSIONAL EXPERIENCE

### **2014 to 2017. BSS Engineer INTERSIS Islamabad (PVT)**

- 1.installation of 3G ,4G site
- 2.Installation of IDU & ODU.
- 3.installation of BTs Site Both Indoor and Outdoor.
- 4.installation & Commissioning of Microwave link 0.3 & 0.6 Dish.
- 5.ATP
- 6.Installation of Roll sides.
- 7.Maintaing &troubleshooting Of BTS .

### **2018 TO 2020 Admin & Finance Office (DADO CCDP). Pukhtoonkhwa Energy Development organization (PEDO)**

- 1.Keep backup of data on regular basic.
- 2.Management Effort Reporting timesheet of staff on the Monthly basic.
- 3.Assistant Finance Manager for financial activities of programs.
- 4.Device Format which help in better tracking of project budgets by the program staff.
- 5.Financial Accountability of the project.
- 6.Accountable for the procurement Documentation
- 7.Prepare Entry of cashbook voucher in the templets on the daily basic.
- 8.Perform any other task assigned by supervisor or /and program coordinator Manager.

### **January 2021 to August 2022 Hotel kumrat Maskan General Manager.**

#### **1.Hotel Management**

#### **2.Finance officer**

Sept 2022 to till date Alkhidmat Foundation (Alkhidmat Hospital Dabrgri Garden peshawer.)

1.Admin &Finance officer.

2.HR Officer and Store Incharge

1.keep backup of data on regular basic.

2.Managment Effort Reporting Timesheet payroll on The Monthly basic.

3.Financial Accountability of the project.

4.Accountable for the procurement Doucemenation.

5.store Equipment Manintan by Doucemenation .

6.Inn Out Equipment Maintaine Daily Report.

7.Staff personal Copy Maintain.

8.Notification and Explanation letter hired to the staff .

9.New Staff Hiring Policy doucemenation.

## LANGUAGES

**English** (Can Speak, Read and Write Proficientl

**Pashto** (Mother Tongue) Speak, Read and Write

**Urdu** (National Language) Speak, Read and Write

## REFERENCE

1.MAIN ABDUS SHAKOOR (Alkhadmat priesdent paksitan)

2.Fazal Rabi Rabbani .Chairman Aims.