AZAZ **KHAN**

I am seeking for a job where I can practice my profession as a Computer Science in order to improve my knowledge and skillsthrough the experience I will acquire from work and be able to contribute to the benefit of the institution and to the society.

📞 +923139174883   ✉ khanazaz633@gmail.com

Driving License: M cycle car/Jeep only
Passport No: GR4153221

📍 *Village Aman abad shakh no #5., Charsadda, 24511, Pakistan__*

SKILLS

- Web Designing
- HTML
- Jave
- C++
- User Profile
- Communication
- Office Administration
- Microsoft office. (MS WORD,EXCEL,PPT)
- Password Resets any types

- Billing system
- Software any type used
- Network maintenance + Electrician
- Data entry
- Accountanc
- Data Communication

English

EDUCATION

2010-2012
Charsadda, Pakistan

MATRIC
AL QASIM PUBLIC HIGH SCHOOL AMIRABAD PUL, CHARSADDA KPK

2012-2014
Peshawar, Pakistan

GENARAL SCIENCE
THE CITY COLLEGE OF ARTS & SCIENCE, PESHAWAR KPK

2014-2018
Charsadda, Pakistan

BACHELOR OF SCIENCE COMPUTER SCIENCE
BACHA KHAN UNIVERSITY CHARSADDA, KPK

WORK EXPERIENCE

MAR.2014-DEC.2017
Mardan, Pakistan

MARDAN PARAMEDICAL INSTITUETE
DATA ENTRY

- Generated and maintained weekly and monthly reports of data entry progress.
- Created spreadsheets by compiling and sorting information and establishing entry priorities.
- Adjusted settings for format page layout and line spacing.
- Secured information by completing database backups.
- Created spreadsheets with large numbers of figures without mistakes.
- Operated data entry equipment to accurately input information in a timely manner.
- Reported any identified security risks to IT department Maintained logs of completed work and labor hours.
- Accurately entered data into various databases.

JAN.2018- CONTINOUE
Mardan, Pakistan

ALLAMA IQBAL COLLEGE OF MEDICAL SCIENCE MARDAN
Administrative /DATAENTRY/ACCOUNTANT

- Created and maintained reports on computer operations.
- Updated computer software and hardware components to the latest version.
- Installed and maintained computer software applications and operating systems.
- Worked with network administrators to facilitate computer system compatibility.
- Generated and maintained weekly and monthly reports of data entry progress.
- Secured information by completing database backups.
- Created spreadsheets with large numbers of figures without mistakes.
- Operated data entry equipment to accurately input information in a timely manner.
- Financial Reporting, Auditing and Taxation,
- Maintained integrity of computer systems by backing up data and troubleshooting problems. Managed and developed annual budgets for information technology projects.
- Identified system data and hardware or software components required to meet user needs.
- Office Management
- Documentation Management.

LANGUAGES

- POSHTO
- URDU
- ENGLISH

HOBBIES

- Holy Quran
- Reading Book
- Sports
- Watching TV
- Photographic