Adnan Iqbal

MIS Officer

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📞 +92 334 6916363

📍 Peshawar, Pakistan

📅 04/09/1995

🏳 Pakistani

🪪 17301-3130111-1

👁 Single

🚗 Pakistani Driving License

👤 Male

🎓 EDUCATION

Bachelor of Science, Information Technology
University of Agriculture, Peshawar, Pakistan
2015 – 2019 | Peshawar, Pakistan

Intermediate
Peshawar Model Degree College
2012 – 2014 | Peshawar, Pakistan

Matric
Peshawar Model School
2010 – 2012 | Peshawar, Pakistan

🌐 LANGUAGES

English   ● ● ● ● ○

Urdu   ● ● ● ● ●

Pushto   ● ● ● ● ○

💼 PROFESSIONAL EXPERIENCE

FPHC-Malaria Control Program
MIS-Officer
2021 – present | Peshawar, Pakistan

- **System Management:** Overseeing IT systems, including servers, networks, and software.Data Handling: Managing data collection, storage, and security.
- **User Support:** Providing technical assistance to end-users.Security **Management:** Ensuring data and systems are protected from threats.
- **Reporting and Analysis:** Generating reports and analyzing data for decision-making.
- **Compliance:** Ensuring IT practices meet regulatory and industry standards.
- **Vendor Management:** Managing relationships with IT vendors.Training: Providing staff with technology training and support.Budget Management: Managing the IT budget and expenses.
- **Project Management:** Leading or participating in IT projects.
- **DHIS-II:** Full command of Digital Health Information Systems.

GS Global
IT Manager
2019 – 2021 | Peshawar, Pakistan

- Installation of security cameras.
- Configuration of Bio-metric Devices.
- Management of SES (Students Evaluation System).
- Management of DCS (Digital Coordination System) linked with Bio-metric devices through which students & teachers marked their attendance through the scan of RF ID cards.
- Documentation.Graphic Designing (containing Logos, Brochures, Flyers, Pamphlets, Pena-flex, Banners, Branding Boards, Bills & editing of every pic, etc.

DATA ENTRY experience from 10 years with a speed of 40(W.P.M)

🧠 SKILLS

- MS excel

- Adobe illustrator