AMIR KHAN

About Me

Father Name: LAL DARAZ KHAN
CNIC; 17301-4519596-9
Cell# +92-3458737351
Cell#+92-3149803583
EMAIL; amir84832@gmail.com
Date of Birth: 19 OCT, 1995
Nationality: PAKISTANI
Domicile: PESHWAR, KPK
Religion: ISLAM.
ADDRESS; University Town Committee
P/O Tehkal Bala Peshawar,KPK
Gender: Male.

• References

- Tauseef Khan
- Designation: Project Manager at Secours Islamic France (Pak Mission)
- Contact: 03367762752
- Email:
- Rahat Jan
- Designation: Project Manager at FRD
- Contact: 0343-9002700
- Email: rahatmohmand@gmail.com

Education

1. SSC FROM BESIP 2013
2. HSSC (COMPUTER SCIENCE) FROM BESIP 2015
3. BSC (COMPUTER SCIENCE) FROM UNIVERSITY OF PESHAWAR IN 2018
4. MSC (COMPUTER SCIENCE) FROM UNIVERSITY OF PESHAWAR IN 2022

Work Experience

- DATA ANALYST: Project Livelihood FFA-CBT Funded by UNWFP Pakistan
- Worked with Secures Islamic France (Pak Mission) as Data Analyst From "17 oct 2022 to currently working with.
- I am responsible
- A Data Analyst interprets data and turns it into information which can offer ways to improve a business, thus affecting
- Business decisions. Data Analysts gather information from various sources and interpret patterns and trends – as
- such a Data Analyst job description should highlight the analytical nature of the role.
- •Collecting and interpreting data
- •Analyzing results
- Reporting the results back to the relevant members of the business
- •Identifying patterns and trends in data sets
- Working alongside teams within the business or the management team to establish business needs
- Defining new data collection and analysis processes

AMIR KHAN

Expertise Skill

- I have a good command over computer applications and software i.e., MS Office, video & picture editing software, all editions of Windows, Internet, System installations, which helps me to carry out my duties proficiently in a quick manner. I have also a good command on advanced IT hardware accessories such as computer system assembling and other etc.

Education

5. **Certificate In Information Technology 2012**
6. **Diploma in Information technology**

Work Experience

- **Field Associate Project: TYPHOID CONJUGATE VACCINE(TCV) FUNDED BY WHO & UNICEF**
- Worked with PHC GLOBAL as field associate from 25 Aug to 30 Oct 2022 currently working.
- Mobilized the community about TCV Campaign awareness.
- Validation of Micro plan of BHU Collecting Data.
- Meetings with selected candidates of provincial assembly and VS.
- Excellent knowledge of project management;
- Good understanding of the public sector development programs;
- Excellent interpersonal communication skills;
- Ability to work under stress and to undertake multi-tasking;
- Excellent skills in technical report writing;
- Good physical health and ability to travel to local areas with basic travel facilities;
- Positive attitude with a mind-set of delivering development services in a professional manner.

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Professional Skills

Surfing Internet with E-Mail & G-Mail Applications, Web Searching etc.
- Hardware's:
- Partition's
- Formation's
- Installation

Fitting of Board's, Fitting of Ram, Fitting of Processor, Fitting of Hard drives, & Fitting

Education

1. **SSC FROM BESIP 2013**
2. **HSSC (COMPUTER SCIENCE) FROM BESIP 2015**
3. **BSC (COMPUTER SCIENCE) FROM UNIVERSITY OF PESHAWAR IN 2018**
4. **MSC (COMPUTER SCIENCE) FROM UNIVERSITY OF PESHAWAR IN 2022**

Work Experience

- **DATA ANALYST: Project: Livelihood FFA-CBT: Funded By: UNWFP Pakistan**
- worked with FRD as Data Analyst From "1 November 2021 to 31 July 2022"
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- I am responsible
- A Data Analyst interprets data and turns it into information which can offer ways to improve a business, thus affecting
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Operating Systems

•Windows xp,
Windows 2000,
Windows 7 Ultimate,
Windows 8,
8.1 & 10,11

Work Experience

- **Social Organizer: Project Livelihood FFA-CBT Funded by UNWFP Pak.**
- Worked with FRD as "Social Organizer" From April 2021 to November 2021 in project funded by UN-WFP • Was responsible
- Assist project manager in arranging community mobilization/capacity building for the target community members.
- Keep close liaison with any other stake holders within their capacity at the EDP;
- Assist target community in organizing themselves into Food Distribution Committees in the target areas.
- Develop trust, tolerance and co-operation among community members.
- Assist IDPs in clearing their queries relating to their registration cards, ration cards etc.
- Make sure the distribution mechanisms strictly adhered to and the crowd is properly managed;
- Ensure precise and correct distribution of food commodities to IDPs at EDPs.

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Expertise Skill

- Data cleaning and preparation.
- Data analysis and exploration.
- Statistical knowledge.
- Creating data visualizations.
- Creating dashboards and reports.
- Writing and communication.
- Domain knowledge.
- Problem solving.

Work Experience

- **DATA ANALYST: Project Livelihood FFA-CBT Funded by UNWFP Pakistan**
- Worked with FRD as Data Analyst From "1 march 2020 to 30 Dec 2020"
- I am responsible
- A Data Analyst interprets data and turns it into information which can offer ways to improve a business, thus affecting
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Expertise Skill

- **Diploma in Information Technology from Technical Board Peshawar in 2019.**
- **Certificate In Information Technology in 2014 from Harris Institute Peshawar.**

• References

- Tauseef Khan
- Designation: Project Manager at Secours Islamic France (Pak Mission)
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- Email:
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- Email: rahatmohmand@gmail.com

Work Experience

- **Warehouse Manager: Project: Livelihood FFA-CBT FOOD: Funded By: UNWFP Pakistan**
- Worked with FRD as Warehouse Manager From "1 August 2019 to 30 Dec 2019"
- Completes shipments by processing and loading orders.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Completes deliveries by driving truck or van to and from vendors.
- Maintains truck or van by completing preventive maintenance requirements and arranging for repairs.
- Enforces inventory controls by collecting stock location orders and printing requests.
- Provides quality service by following organization standards.
- Preserves safe and clean work environment by keeping shelves, pallet area, and workstations neat.
- Promotes clean shipping supply area by complying with procedures, rules, and regulations.
- Completes reports by entering required information.
- Contributes to team effort by accomplishing related results as needed.