

Sokari Karim khan Bannu KPK
roonkhan105@gmail.com
Cell No: 0334-8808818
CNIC :11101-0834964-1



MUHAMMAD HAROON KHAN

OBJECTIVE Dedicated towards delivering secure resilient systems on time and under budget requirements to meet specific business needs. I'm an adaptable and efficient team player with excellent communication skills. I'm looking for a role where I can develop my skills further, researching new technologies and reveling in new challenges.

SKILLS & ABILITIES **Training:** Cisco certified Network Associate, MS Office
Systems: Windows 9X/NT/2000/XP/, Windows Server2000/2003/2008, Window 7, Window 8, Window 10,
Databases: MS Access
Software: Cisco packet tracker, Adobe Photoshop, Dream Viewer, MS Office, In Page, Ulead video studio, ,

EXPERIENCE **MANAGEMENT INFORMATION SYSTEMS (MIS) AT ZALAN SOLUTIONS PVT LTD | ISLAMABAD**

March 2014 to December 2015 ☑



- Responsible for maintaining server and workstations.
- Perform system diagnosis, repair, and updates to ensure data INTEGRITY, and reliability of automated tasks.
- Assist with diagnosing and resolving problems with printers, copiers, fax machines and networks.
- Provide helpdesk and on-site technical support of hardware and software

INTERNSHIP AT IT EXCELLENCE CENTER (ITEC BANNU) DIRECTORATE OF INFORMATION TECHNOLOGY GOVERNMENT OF KHYBER PAKHTUNKHWA

July 2016 to January 2017



- Designing & Establishment of Network Infrastructure
- Configuring & Managing Active Directory, Users, GPO, Organizational Units
- Installation Configuration & Trouble Shooting of DNS Server, DHCP Server
- Management of Multi-Layer Switches and Routers
- VLANS Configuring and managements

UNION COUNCIL COMMUNICATION SUPPORT OFFICER AT CHIPS TRAINING & CONSULTANT

22 September 2016 to 31 March 2021

- To act as Union Council focal point to coordinate and support the preparation, implementation and monitoring of district PEI and EPI social mobilization and communication planning in the assigned district in collaboration with Department of Health and polio partners.



- Support in micro planning, including determining best timings (flexible) for vaccination activities.
- Identify religion/cultural belief system/behaviors and accordingly use this to feed into communication material/ strategies and planning.
- Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly. Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.

UNION COUNCIL COMMUNICATION SUPPORT OFFICER AT PROFESSIONAL EMPLOYERS PRIVATE LIMITED

April 2021 to February 2023



- To act as Union Council focal point to coordinate and support the preparation, implementation and monitoring of district PEI and EPI social mobilization and communication planning in the assigned district in collaboration with Department of Health and polio partners.
- Support in micro planning, including determining best timings (flexible) for vaccination activities.
- Identify religion/cultural belief system/behaviors and accordingly use this to feed into communication material/ strategies and planning.
- Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly. Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.

DATA SUPPORT OFFICER (DSO) AT PROFESSIONAL EMPLOYERS PRIVATE LIMITED

February 2023 to Till Date...



- Follow-up with staff for submission of data for reports.
- Collate daily staff attendance and generate monthly attendance report for the assigned district.
- Data collection and compilation on key indicators to generate pre, intra and post campaign report.
- Guide and on job train staff on reporting tools.
- Work as focal person for Data Support Center (DSC) correspondence and follow-up with field staff.
- Responsible for analyzing data and creating reports presentation to help inform decision-making processes.
- Responsible for monitoring data processes, identifying area of improvement, and implementing changes to improve efficiency and effectiveness.

EDUCATION

MS TELECOMMUNICATIONS & NETWORKING 2014-2016

Bahria University Islamabad Campas

BSC (HONS) COMPUTER SCIENCE 2008-2012

University Of Science & Technology, Bannu

INTERMEDIATE 2008

HIRA SCHOOL & COLLEGE, BANNU

MATRICULATION 2005

F.G HIGH PUBLIC SCHOOL BANNU CANTT

REFERENCES

- 1) ADNAN KHAN
ASSISTANT MANAGER, LUCKY CEMENT PESHAWAR OFFICE
+92334-9056380
 - 2) DR WAHAB KHAN
MEDICAL OFFER (DISTRICT HEALTH OFFICE, BANNU)
+92334-8852007
-