



# Hanif Shah

## Computer Operator

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Indus Highway, Tank, Pakistan

## Summary

I have done my Master Degree in Pak Study from Gomal University Dikhan. I have more than Eight years of professional experiences in different Government and Non-Government Organizations I have experience on different Position as a

- Internal Field Monitor
- Field Supervisor
- Field Enumerator
- Data Entry Operator and more positions.

I have also many experiences in Computer IT Field (Hardware and Software). I have done the following skill/Work in IT field.

- Repairing of CPU/Laptop.
- Troubleshooting.
- Networking.
- Satisfactory Knowledge about the Internet.
- Windows Installation of all kinds of Windows (OS).
- Software Installation.
- Typing Speed 50-60 WMP.
- Knowledge Database Program.
- HTML Language.

I am writing to express my interest in the mentioned position that is currently available with your organization. I appear to be a perfect match for this role which was recently advertised in the newspaper.

My passion for the mentioned post is equally matched by my experience, and I am confident that I can help your organization meet any challenges it faces in the future. The attached resume will provide a more complete overview of my accomplishments. However what it may not show is that I am a self motivated individual, who is able to perform well under pressure & who can bring to the table solid capabilities in the social sector.

Currently I am jobless and looking to join an exciting and ambitious organization such as yours. Therefore I would like to arrange an interview with you so I can explain in more detail the contribution I can make to your company.

I appreciate you taking the time to review my credentials and I would like to thank you for your time and consideration.

## Skills

Typing | Social Mobilizer | Office Automation

## Experience

Sep 2020 - Present

### Computer Operator

PESCO, Tank, Pakistan

Private work with PESCO Tank, as data entry operator.

Apr 2018 - Aug 2020

### Internal Field Monitor

Apex consulting Pakistan, Tank, Pakistan

IFM with Apex consulting, in LQAS

- Jul 2017 - Jun 2018

**Computer Operator**  
PMYTS, Tank, Pakistan

Data entry Operator in Deputy commisioner Office Tank.

Data enty on Database software namly DPMF.
- Jan 2014 - Dec 2015

**Field Supervisor**  
Creative Consultan NGO Pvt:, Tank, Pakistan

Field supervisor in District tank in Health Survey.
- Feb 2013 - Nov 2014

**Social Mobilizer**  
Prime Foundation NGO, Tank, Pakistan

Social Mobilizer in district tank with Prime foundation NGo Tank

## Education

- 2022

**Allama Iqbal Open University (aiou.edu.pk)**  
MSc  
Pakistan Studies  
CGPA: 3.3/4
- 2019

**Government Technical and Vocational Center Boys Tank**  
Diploma  
CIVIL DRAFTSMAN
- 2018

**RITE Peshawar**  
Diploma  
ADE
- 2017

**Federal Civil Defiance Training school Peshwar**  
Certification  
Casualty Service
- 2016

**Degree collage tank**  
BSc  
Computer Science  
CGPA: 3.2/4
- 2014

**BOTE Peshawar**  
Diploma  
Computer Sciences and Information Technology
- 2013

**AES Collage & Technical Institute D.I.Khan**  
Diploma  
Petroleum

2010

**Government High School No 2 Tank**

Matriculation/O-Level

Computer Science

Percentage: 62%

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**Projects**

**ABC**

<http://ABC>

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**Languages**

**Saraiki**  
Expert

**Pashto**  
Expert

**Urdu**  
Expert

**English**  
Intermediate