

Muhammad Mukhtar

Contact Number: +92305-8509055

Email: mahmadkhan2243@gmail.com

[LinkedIn: https://www.linkedin.com/in/mukhtar-ahmad2243/](https://www.linkedin.com/in/mukhtar-ahmad2243/)

Address: District Kurram Tehsil Center Kurram Village Mirbagh

Postal Code: 26290

PROFESSIONAL SUMMARY

I am a highly self-motivated, focused, and innovative Software Engineer (Computer Sciences) with vast experience in databases, from the initial conceptual stage and feasibility study through to the detailed final design. I have a passion for learning and developing new and existing skills, and I enjoy problem-solving using established analytical methods and database principles. I am keen to secure a challenging role in an organization/company that offers early responsibilities and a progressive career path.

WORK EXPERIENCE

Position: Data Analyst

Mar 2023- Present

Organization: Secure Islamique France (UNWFP)

Project: FFA-Project-CBT Livelihood

Location: Dir Upper Pakistan

Key Responsibilities:

Collect and Document User's Requirements:

Collaborate with stakeholders to gather and document user requirements for database systems.

Understand the organization's data needs and translate them into technical specifications.

Design and Develop Databases:

Design efficient and scalable database structures that align with the organization's objectives.

Develop, maintain, and optimize database schemas.

Ensure data integrity, security, and performance.

Design, Construct, Modify, Implement, and Test Data Models and Database Management Systems:

Create data models that meet business requirements.

Modify and enhance existing database systems as needed.

Implement and test database management systems to ensure functionality and performance.

Provide Guidance on Database Management Tools:

Conduct research to stay up-to-date with the latest database management tools and technologies.

Advise informatics professionals on selecting, applying, and implementing appropriate database management tools.

Operate Database Management Systems to Analyze Data:

Monitor and maintain database systems to ensure optimal performance.

Analyze data stored in databases to provide insights for decision-making.

Troubleshoot and resolve database-related issues.

Develop Policies and Procedures for Network Access and Data Backup/Recovery:

Establish and maintain network access policies to ensure data security and integrity.

Implement backup and recovery procedures to safeguard data against loss or corruption.

Lead and Coordinate Teams of Data Administrators:

Supervise and mentor data administration teams.

Collaborate with team members to develop and implement data policies, standards, and models.

Ensure consistency and compliance with data management best practices.

Position: Data Entry Operator
Organization: Secure Islamique France (UNWFP)
Project: FER-Project-CBT Livelihood
Location: Dir Lower Pakistan

Oct 2022 - Mar 2023

Responsibilities

Monitor and maintain computer systems and networks to ensure smooth operation and minimal downtime. Perform routine backups of data and maintain records of system performance and uptime. Troubleshoot and resolve technical issues as they arise, either independently or by escalating to appropriate personnel. Install and configure software and hardware as needed. Perform regular maintenance tasks such as system updates, virus scans, and disk cleanup. Maintain an inventory of hardware and software assets and ensure the proper disposal of obsolete equipment. Ensure adherence to company policies and procedures related to data security and privacy. Provide technical support to end users and assist with training on new systems or software. Maintain documentation related to system configurations and procedures. Maintain the database and submit it on a daily basis to the project manager. Perform data entry of day-to-day field data. Extract data of beneficiaries from the database and manage it in an organized computer-based system. Precisely enter beneficiaries' demographic information data and access it in all relevant electronic data systems. Submit and gather all assessment reports on time. Manage the database and assist the Data Analyst. Fulfill all general duties such as preparing, checking, verifying, and processing beneficiaries' data and information. Ensure that forms, databases, and record-keeping are in line with the standards of working on CP Data Management and maintain the highest levels of confidentiality. Generate reports on a weekly and monthly basis using only non-identifiable information. Modify existing databases and database management systems according to requirements as led by the CP coordinator. Perform data entry of records and only share records on demand of the program section under the supervision of the CP Coordinator, ensuring confidentiality.

Position: Data Entry Officer
Organization: Foundation for Rural Development (UNWFP)
Project: FFA-Food Livelihood
Location: Tribal Area Kurram Agency Pakistan

Dec 2020 - Nov 2021

Responsibilities:

Maintain a database and submit it on a daily basis to the project manager. Enter day-to-day field data. Extract data of beneficiaries from the database and manage it in an organized computer-based system. Ensure precise demographic information data entry for beneficiaries and access it in all relevant electronic data systems. Submit and gather all assessment reports on time. Manage the database and assist the Data Analyst. Fulfill all general duties such as preparing, checking, verifying, and processing beneficiary data and information. Ensure data entry of beneficiaries into a database to generate various results. Ensure data entry is done according to standards and specifics. Ensure data is secure and organized so that analysts can easily locate information. Create, maintain, and purge specified data files and logs as required. Extract information according to specified criteria and generate reports. Perform miscellaneous job-related duties as assigned. Cross-reference data to ensure accuracy and completeness.

- Data Operations
- Data Collection
- Maintain Database
- Data Management
- Time Management
- Data Analysis

Qualification:

Degree	Subject	School/college	Board	Total Marks	Marks/ CGPA	Date of Completion
BS CS	Computer Science	Charsadda	BKUC	4	3.23	Nov- 2020
Intermedi ate	Computer Science	GDCS	Kohat	1100	576	Sep- 2016
Metric	Science	GHS Badama	Kohat	1100	723	Oct- 2014

Certification:

Data Base Administration (Oracle Track)
University of Peshawar • Peshawar, Pakistan

Nov 2020 - May 2021

Database Administration (Oracle Track) involves the management and maintenance of Oracle database systems. This specialized field focuses on ensuring the smooth and efficient operation of Oracle databases, which are widely used in businesses and organizations worldwide. Database administrators (DBAs) in the Oracle track play a crucial role in safeguarding data integrity, optimizing database performance, and ensuring the availability and security of critical information. Their responsibilities encompass tasks such as:

Installation and Configuration:

Installing and configuring Oracle database software to ensure it runs effectively on the hardware infrastructure.

Data Backup and Recovery: Creating and managing backup strategies to safeguard data against loss or corruption, and implementing recovery plans to restore databases in case of failures.

Performance Tuning: Monitoring and optimizing database performance to ensure quick response times and efficient resource utilization.

Security Management: Implementing security measures to protect sensitive data, including user access control, encryption, and vulnerability assessments.

Patch and Upgrade Management: Keeping the Oracle database software up-to-date by applying patches and upgrades to address security vulnerabilities and improve functionality.

Capacity Planning: Assessing the database's growth and resource requirements to ensure it can handle increasing data loads and user demands.

Data Migration: Planning and executing data migrations when transitioning to new hardware, software versions, or cloud environments.

Troubleshooting: Identifying and resolving database issues, such as performance bottlenecks, connectivity problems, and data inconsistencies.

Automation and Scripting: Developing scripts and automation routines to streamline routine database maintenance tasks.

Disaster Recovery: Designing and testing disaster recovery plans to minimize downtime and data loss in the event of catastrophic failures. A career in Database Administration (Oracle Track) offers opportunities to work in a variety of industries, as nearly every organization relies on databases to store and manage their data. DBAs with expertise in Oracle databases are highly sought after for their ability to maintain the stability, security, and efficiency of critical data systems.

DIPLOMA IN INFORMATION TECHNOLOGY (DIT)

A diploma in information technology is a credential that signifies the successful completion of a program or course of study focused on various aspects of technology and its applications in the field of information technology. This diploma typically covers topics such as computer programming, software development, networking, cybersecurity, database management, and IT support. The main purpose of earning a diploma in information technology is to gain foundational knowledge and practical skills in the IT field. Graduates with this diploma are often prepared for entry-level positions in IT or can use it as a stepping stone to further education or certifications in specialized IT areas. The curriculum is designed to provide students with a basic understanding of computer systems, software development, and IT infrastructure, enabling them to contribute to the technology needs of businesses and organizations. In summary, a diploma in information technology serves as an introductory qualification for individuals looking to start a career in the IT industry by equipping them with essential skills and knowledge in various IT domains.

SKILLS

1. Oracle Database Management:

- Ability to install, configure, and maintain Oracle database systems.
- Proficiency in using Oracle Enterprise Manager for monitoring and management.

2. SQL Query Writing:

- Skill in writing SQL queries to retrieve, update, and manipulate data.
- Understanding of SQL optimization techniques for improved database performance.

3. Backup and Recovery:

- Knowledge of creating database backups and implementing recovery strategies.
- Familiarity with Oracle's RMAN (Recovery Manager) for backup and restore operations.

4. Security Management:

- Ability to set up and manage user roles, privileges, and access control.
- Awareness of Oracle's security features like Oracle Transparent Data Encryption (TDE).

5. Performance Tuning:

- Expertise in identifying and resolving performance bottlenecks in the database.
- Proficiency in using Oracle AWR (Automatic Workload Repository) and ASH (Active Session History) reports.

6. Patching and Upgrades:

- Capability to apply patches and perform database upgrades when necessary.
- Knowledge of Oracle's patching tools and procedures.

7. High Availability (HA) Solutions:

- Understanding of Oracle Real Application Clusters (RAC) for HA.
- Familiarity with Data Guard for disaster recovery and failover.

8. Data Modeling:

- Skill in designing and implementing database schemas.
- Proficiency in using tools like Oracle SQL Developer Data Modeler.

9. Automation and Scripting:

- Ability to automate routine tasks using scripts (e.g., SQL scripts, shell scripts).
- Knowledge of PL/SQL for creating custom database procedures and functions.

10. Troubleshooting Skills: - Strong problem-solving abilities to diagnose and resolve database issues. - Experience in analyzing database logs and error messages.

11. Monitoring and Alerts: - Setting up proactive monitoring and alerting systems for database health Using Oracle Grid Control or other tools for real-time monitoring

12. Disaster Recovery Planning: - Developing and testing disaster recovery plans to ensure data integrity and availability in case of emergencies.

13. Database Documentation: - Maintaining comprehensive documentation of database configurations, schemas, and processes.

14. Vendor Knowledge: - Keeping up-to-date with Oracle's latest database technologies and best practices.

15. Communication and Collaboration: - Effective communication skills to collaborate with development teams and stakeholders. These skills are essential for a Database Administrator (Oracle Track) to effectively manage Oracle databases and ensure their reliability, security, and performance