

# Naveed Khan

Satellite Town Quetta, Baluchistan

inavidkhan@outlook.com

(+92)348-2354363

## SUMMARY

Results-oriented professional with a proven track record in data management and multilingual proficiency in English, Pashto, Urdu, and Dari. Skilled in conducting structured registration interviews, ensuring meticulous record-keeping, and providing adept support to individuals seeking assistance. Proficiency in collaborating with diverse teams and leveraging advanced computer skills for efficient data management and streamlined reporting processes. A proactive communicator committed to delivering high-quality service while adhering to established standards and procedures. Seeking to apply my experience and a strong passion for effective support and coordination in a Data Analyst role at CHIP Training and Consulting (Pvt) Ltd.

## WORK EXPERIENCE

### HITECH NETWORKS PVT LTD

JAN 2023 - NOW

#### DATA CONTROLLER & REPORTER

- Proficiently managed data and information, ensuring accuracy and confidentiality.
- Utilized advanced computer skills in data management, contributing to streamlined reporting processes.
- Generated reports and provided valuable insights through data analysis.
- Produced accurate and timely reports.
- Demonstrated attention to detail in data entry and verification processes.

### FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

SEP 2023 - NOW

#### PART-TIME ENUMERATOR

- Efficiently enter beneficiary data into designated systems and databases with meticulous attention to detail.
- Ensured accuracy and completeness in data reporting.
- Collaborate with team members to ensure accurate and timely data entry and reporting.
- Employ advanced computer skills to manage, organize, and maintain beneficiary records and datasets.
- Meticulously managed and updated records and data, ensuring accuracy and confidentiality.

### BUIITEMS

FEB 2021 - MAR 2022

#### RESEARCH ASSISTANT

- Assisted in conducting literature reviews, gathering relevant research materials, and organizing data for various research projects.
- Collaborated with a team of researchers to analyze data, generate reports, and contribute to the publication of research findings in academic journals or conferences.

## EDUCATION

**BALUCHISTAN UNIVERSITY OF INFORMATION TECHNOLOGY, ENGINEERING AND MANAGEMENT SCIENCES (BUIITEMS)**

AUG 2018 - OCT 2022

**BACHELOR OF SCIENCE IN COMPUTER ENGINEERING**

GPA: 3.25/4

**GOVERNMENT SCIENCE COLLEGE**

AUG 2016 - AUG 2018

**INTERMEDIATE IN PRE-ENGINEERING**

**HELPERS PUBLIC SCHOOL**

JUN 2014 - JUN 2016

**MATRICULATION IN SCIENCE**

## CERTIFICATIONS

2024	Microsoft Power BI Data Analyst
2024	Google Data Analytics
2023	Business Analysis & Process Management
2023	Short Course on MS Office

## KEY SKILLS & ACHIEVEMENTS

- Proficiency in MS Office (Word, Excel, Power Point)
- Proven experience in data analysis and data collection
- Experience with assessment tools such as ODK and Kobo
- Familiarity with data visualization tools and programming languages such as Python
- Strong problem-solving skills and attention to detail
- Excellent communication and interpersonal skills

## REFERENCES

Hameed Ullah  
M&E Specialist FAO  
Address: House #29 A, Chaman  
Housing Scheme, Quetta,  
Pakistan  
Email: hameed.ullah@fao.org  
Mobile: +92 300 8382689

Usman Nadeem  
Project Manager HITECH  
NETWORK PVT LTD  
Address: Lower Ground Floor,  
Commercial Arcade, Divine  
Gardens, New Airport Road Lahore,  
Pakistan  
Email: usman.nadeem@hnl.com.pk  
Mobile: +92 321 2723639

Muhammad Shah Khan  
Director NIC Quetta  
Address: National Incubation Center  
Quetta, BUIITEMS Takatu Campus,  
Airport Road, Baleli, Quetta,  
Pakistan  
Email: muhammad.shah@buitms.edu.pk  
Mobile: +92 321 8007852