Muhammad Tauseef Khan
Expert in Microsoft Office 365

CONTACT DETAILS

H.No 168. Block "B", Phase "1", TownShip Bannu. BANNU KPK PAKISTAN

Mobile: +92333-9746625 /0345-9793457

Skype: tauseef_khan3029

Email: tauseefkhan3029@gmail.com

LinkedIn https://www.linkedin.com/in/tauseef-khan-10ba5a66?trk=nav_responsive_tab_profile

Facebook https://www.facebook.com/tauseef.khan.1426

PERSONAL SUMMARY

Bright, talented, ambitious and self-motivated with a strong technical background who possesses self-discipline and the ability to work with the minimum of supervision. Able to play a key role throughout a sites development to ensure maximum accessibility, customer experience and usability. A good team player who thrives on creating engaging creative solutions, is deadline orientated and has the ability to produce detailed technical specifications from client requirements like Data Entry Management, Accounting, Reporting Skills, and Time Management etc.

A quick learner who can absorb new ideas and can communicate clearly and effectively. Currently looking for an opportunity to join a dynamic, ambitious, growing company and forge a career as a first-class website designer.

Major Subjects

- C++, VB, C++, Object oriented
- Software Engineering, I, II
- Java I, II
- Data Communication & Networks
- Data Structure
- Database System
- Web Engineering
- Theory of Automata

PROFESSIONAL EXPERIENCE: -

Organization:	United Nations International Children's Emergency Fund
Organization Type:	Professional Employers Pvt Ltd (People)
Designation:	Data Support Officer (DSO) COMNet-PEI
Tenure:	12th Mar,2022 to 31st Aug,2022

Description:

Follow-up with UC staff for submission of data for various reports. Maintaining datasets of COMNet UCs in the assigned district. UC level data collection and compilation on key indicators to generate pre, intra and post campaign reports. Collect and analyze campaign data, monitor feedback from UCCSOs (Union Council Communication Support Officer) and generate daily COMNet monitoring updates during campaigns. Guiding and on job training of COMNet staff on reporting tools. Analyzing data of dashboard indicators with UC wise feedback from UCCSO. Maintain close liaison with DEOC (District Emergence Operation Center) data operator for two-way data flow. Collection of data for campaign planning from UC level for onward submission. Maintaining social characteristics data of polio cases of the respective district. Spot check Missed Children Logbook of the assigned district UCs. Provide trainings on data collection tools. Preparing power point slides for presentations. Collecting attendance from UCOs on daily basis and share weekly & monthly attendance to People regional office.

General Accountant & PRO
Aug 2016 – May 2017
AL Baseet General Transport, Al Ain, UAE

Responsibilities Handled: -

- Documents financial transactions by entering account information.
- Secures financial information by completing data base backups.
- Manage payroll function for 50 employees
- Handling accounts and keeping the check for any invoices or payments
- Manage the processing of cash receipts.
- Submission of correct documentation to the Ministry of Labour for visa applications
- Arrange medical tests, passports memos, promotional draws and fine resolution,
- To proactively manage the timely renewal of all Employment Visas and Labor Permits.
- Labor permits, car registrations, vehicle safety, driver safety employment or residence visas etc.

Executive – Bzbts: -
Web designer & Development
June 2013 – Jan 2015
Busy bee Technical Services Pvt. Ltd, Rawalpindi, Pakistan

Responsible for working on a range of projects, designing appealing websites and interacting on a daily basis with graphic designer, Logos, Flyer, Brochure, Banners, Front – end & Back-end developers and marketers.

Duties:

- Developing and maintaining the front-end functionality of websites.
- Participating in discussions with clients to clarify what they want.
- Designing prototypes for apps and websites.
- Creating logos, banners and buttons for websites.   .
- Advising clients on the layout, color and style of a site.
- Well versed MS excel, MS word, MS Access, Power Point

Computer, Laptop Solution: -
2years Personal Shop Islamabad, Pakistan
IBM/Hewlett Packard/DELL/Toshiba Software and Hardware Solution
Windows, Networking, others default Solution.

SKILLS & COMPETENCIES: -

- ➢ *Experience of HTML5, CSS3, JavaScript, Flash and Action Script.*
- ➢ *Proven experience in design websites for the online environment.*
- ➢ *Proven track record in front end design and development using CSS and HTML.*
- ➢ *Technical Skills: Adobe Photoshop cc, Adobe design products and Dreamweaver cs6.*
- ➢ *Experience of managing multiple projects to tight deadlines.*
- ➢ *Have a track record of high-quality web application interfaces and design implementations.*
- ➢ *Good learning and listening abilities*
- ➢ *Committed to providing excellent quality service*
- ➢ *Adaptable and able to pick up new technique*
- ➢ *Results oriented, self-starter with experience*
- ➢ *Superb interpersonal skills and exceptional ability to for greater customer satisfaction*
- ➢ *Confident, friendly and easy to get along with.*
- ➢ *Reading News papers*
- ➢ *Reading books of general knowledge & motivation*
- ➢ *Gathering IT relevant news*
- ➢ *Internet Surfing*
- ➢ *Proficient in various computer soft-wares, e.g.: MS WORD, EXCEL, PowerPoint, etc.*

INTERESTS & HOBBIES:-

- • *Reading News papers*
- • *Reading books of general knowledge & motivation*
- • *Gathering IT relevant news*
- • *Internet Surfing*

LANGUAGES: -

- ➢ **English** (Read, Write, Speak)
- ➢ **Urdu (**Read, Write, Speak)
- ➢ **Pashto** (Native Tongue)

SKILLS: -

Excellent in oral and written communication skills, quick learner, able to adapt to new work environment.
Excellent skills in the following.
Configuration of MS Outlook 365
Configuration of SharePoint
Hardware Troubleshooting, etc.
Excellent in administrative skills and event organizing.

REFERENCE: -

Dr. Muhammad Shoaib Khan (RSC In charge 03329748690)
Mr. Sajid Ayaz Khan (Franchise service Manager Jazz telecom PVT LTD 03071508059)

EDUCATIONAL QUALIFICATION: -
BS (C.S) hons Bachelor of Science & Computer Science (Honors)

Major in Science and Computer Science Institute of Business and Management Sciences Agriculture Khyber Pakhtunkhwa University Peshawar (*Pakistan)*
January 2007 – December 2010
- ✓ *Attested Form UAE Embassy in Pakistan.*
- ✓ *Attested Form Higher Education Commission (HEC) Pakistan.*
- ✓ *Attested Form Foreign Affair Office in Pakistan*

Intermediate (D. Com) Diploma in Commerce
Board of Technical Education Khyber Pakhtunkhwa Peshawar (Pakistan)
May -2006
_____

PERSONAL INFORMATION: -

Date of Birth	:	January 10, 1985
Age	:	31
Civil Status	:	Single
Nationality	:	Pakistani
Height	:	183 cm
Weight	:	165 lbs.
Religion	:	Islam
Visa Status	:	Employment Visa
Driving license	:	Light Vehicle **(Manual)** UAE

COMPUTER SKILLS: -

M.S OFFICE

M.S Office 2007, 2010, (MS WORD MS EXCEL etc.)
Office 365 Outlook 2013, SharePoint, MS Front page etc.

Web Development / Web Designing

1. Adobe Dreamweaver cs6
2. HTML5/ CSS 3
3. Corel draws
4. Adobe Photoshop cc
5. MS FrontPage
6. Graphic Designing
7. Front End Coding & Back End
8. Adobe Illustrator
9. Static Website
10. Web Designing

Networking
- ➕ MCSE (Server 2003)
- ➕ CCNA
- ➕ MCITP (Server 2008)
- ➕ LINUX (Red Hat)

Preparation +Practical Work from CNIX Rawalpindi (Pakistan)

Windows/Operating Systems
- ✓ Windows Image Creating and Restoring
- ✓ Windows / Disk / Data Backup/Password Breaking,
- ✓ Data Recovery, Disk Operating System
- ✓ Removal of Virus Infection
- ✓ Dealing with Users Accounts