

Najeeb Ullah Abdul Hakeem Khan

Director

+92.300.3874018

najeebkhanaryan@gmail.com

Pishin, Pakistan





Summary

I have well experience in information technology .Dependable and organized team Player with the ability to communicate effectively and efficiently . Having fluency in IT across all levels.

Skills

Accounting | Accounting Knowledge | Accounts | Adobe Photoshop op | American Tax Knowledge | Analytical Skills | Arabic Subject Command | Bank Reconciliation | Bookkeeping Knowledge | Call Handling | Cash Flow Management | Computer Proficient | Coordination Skills | Corel Draw | Credit Management | Data Analytics | Data Comparison | Data Entry | Data Management | Database Knowledge | Documentation | Documentation Skills | Domain Hosting | Email Hosting | Email Migration | Expense Budget Management | Field Surveying | Finance Administration | FTP | Funds Management | Good Communication Skills | Good Writing Skills | Hardworker | Inbound Call Handling Skills | IT Management | IT Project Leadership | IT Solutions | Management Skills | Microsoft Office 1 | MIS Database | MS Access | MS Office | Office 365 | Official Tasks Handling | Oral Communication Skills | Outstanding interpersonal communication skills | Planning and Management | PR Campaign Management | Profit Analysis

Experience

- Mar 2011 - Present  **Director**
English Language Academy, Pishin, Pakistan
- I have been teaching in this academy since 2011 and Directing for 4 years.
- Jul 2022 - Dec 2023  **Teacher Support Associate (TSA)**
UNICEF, Pishin, Pakistan
- I have worked in UNICEF with CPD_PITE as a TSA teacher support assistant.
- Jul 2022 - Jul 2023  **Teacher Support Associate**
UNICEF, Pishin, Pakistan
- Worked with UNICEF (CPD-PITE) as Teacher Support Associate.
- May 2022 - Oct 2022  **Teacher Support Associate (TSA)**
UNICEF, Pishin, Pakistan
- Enter Description



- Apr 2018 - Dec 2021 **IT Admin**
The Smart School Pishin, Pishin, Pakistan
Work as IT admin in TSS Pishin and directing for 2 years.
- Sep 2020 - Mar 2021 **NSER**
NSER Desk Based Registration Project, Pishin, Pakistan
I have worked in this department for 6 months. It was a NADRA project.
- Aug 2017 - Mar 2018 **Junior Executive**
NADRA, Pishin, Pakistan
It was a project of NADRA Working on identity cards for Afghan Refugees.
- Aug 2017 - Mar 2018 **Junior Executive**
ACC Project NADRA Pishin, Pishin, Pakistan
Worked as Data entry operator
- Jan 2013 - Dec 2015 **As A Teacer**
Young Scholars Grammar High School Pishin., Pishin, Pakistan
Taught in this institution for 3 years as teacher.
- Jan 2010 - Jan 2011 **As A Teacher**
Moon Light Grammar School Pishin, Pishin, Pakistan
Work as a private teacher for a year.

Education

- 2022 **Balochistan University of Information Technology and Management Sciences**
Certification , B.Ed
Education
Completed
- 2018 **University of Balochistan**
Masters in Science , MCS
CGPA: 2.1/4
- 2015 **University of Balochistan**
Bachelors in Technology , BCS
Computer, Mathematics, English
Percentage: 55%
- 2012 **Balochistan Board of Intermediate & Secondary Education**
Intermediate/A-Level , FSC
Physics, Chemistry, Biology
Percentage: 47%
- 2008 **Govt High School Muchan Pishin**
Matriculation/O-Level , Metric
Chemistry, Biology, Physics
Percentage: 53%

Projects

UNICEF

Working as TSA in UNICEF

Languages

Pashto
Expert

Urdu
Expert

English
Expert

