



Najeeb Ullah

📍 Khyber Pakhtunkhwa, Dera
Ismail Khan

✉ maliknajeeb344@gmail.com

☎ 0346-8861463

Summary

Dynamic computer science graduate eager to apply strong technical skills and problem-solving abilities in a challenging professional environment. Seeking opportunities to contribute effectively to innovative projects and drive organizational success.

Skills

- Data Visualization
- Analytical and Research Skills
- Modeling: Linear and logistic regressions
- Problem Solving
- User Acceptance Testing
- Critical Thinking
- Work in team or Individual
- Creative Thinking
- Brain Storming
- Knowledge in Information Technology
- Good in Time Management
- Troubleshooting
- Ms Office

Experiences

- **Computer Operator at M/S Areaa Company** 2019 - 2022
 - Monitor computer systems and networks for errors and irregularities
 - Execute scheduled jobs and batch processes
 - Perform routine system maintenance tasks such as backups and updates
 - Troubleshoot hardware and software issues
 - Respond to user inquiries and provide technical support
 - Coordinate with IT staff to resolve complex problems
 - Maintain documentation of procedures and configurations
 - Stay updated on emerging technologies and industry trends
 - Participate in training programs to enhance skills and knowledge.

- **Tehsil Support Officer** 2023
 - Coordinate with field staff to ensure accurate data collection and entry during the census process
 - Provide technical support and training to field staff on the use of digital census tools and software
 - Troubleshoot any technical issues encountered by field staff during data collection activities
 - Monitor data quality and integrity to ensure consistency and accuracy in census data
 - Collaborate with IT and data management teams to address any system or software-related issues
 - Liaise with local government officials and community leaders to facilitate the census process and address any concerns or challenges
 - Maintain documentation and records of census activities, including data collection procedures and outcomes
 - Conduct regular audits and checks to verify the completeness and accuracy of census data
 - Assist in the analysis and interpretation of census data to generate reports and insights for decision-making purposes
 - Ensure compliance with data privacy and security regulations throughout the census process
 - Participate in meetings and workshops to provide updates on census progress and address any issues or concerns raised by stakeholders.

Education

Personal Information

Gomal University DIKHAN 2017-2019

- Master of Computer Science.
- Major in Computer Science.

Gomal University DIKHAN 2015-2017

- Bachelor of Computer Science.
- Major in Computer Science.

BISE DIKHAN BOARD 2015

- F.Sc (Pre-Engineering)
- Major in Mathematics, Physics, Chemistry.

BISE DIKHAN BOARD 2013

- Matric
- Major in Computer Science, Physics, Chemistry.

- Father's Name : Inayat Ullah
- Date of Birth : 15-12-1996
- C.N.I.C # : 12101-4480257-9
- Gender : Male
- Domicile : D.I.Khan
- Nationality : Pakistani
- Religion : Islam
- Marital Status : Un-Married

Certifications

Languages

- Data Analytics and Business Intelligence.
- CCNA/CCNP.

- English
- Urdu
- Saraiki
- Pashto