

Rizwan Gul



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CAREER OBJECTIVE:

To expand my knowledge and to assist in the continued improvement of the organization with the help of my academic and experience qualifications.

QUALIFICATION/SKILLS SUMMARY:

I Done my 16 years education in field of Computer Science and I am Effective Presenter & Facilitator, Active team player, Ability to learn through experience, Office Suite particularly Word, Excel and PowerPoint, Access Database , Computer Internet, Networking(LAN) Trouble shooting, All type of Computer operations like Hardware, Software installation/Maintains, ability to work Independently, Responsible and with Professional attitude.

PROFESSIONAL EXPERIENCE:

Computer Science Teacher **Allied School (University Town Campus)** **August 2016, January 2017**

- Computer Subject Teacher in Allied School.

Front Desk Officer **Chagatai's Lab, Medical Laboratory Peshawar Pakistan** **March 2017 to December2018**

- Day by Day challenges.
- Dealing with Patients in their required tests
- Handle cash and also deposit to online Bank
- Talk to Doctors and Patients via Telephone and e-mail for their queries
- Enter Patients Records in online database.
- Handle all type of Computer system and Internet Problems is in my job duty.

Computer Operator **Directorate of Labour (Khyber Pakhtunkhwa)** **January 2019 to June 2020**

- Working as Computer Operator in ADP Project in Titled of "Establishment of Resource Cell and Reporting System"

Sales Promotion Officers **Munawar Publishers, Pakistan** **Nov 2020 to April 2021**

- Day by Day challenges
- Daily visit to different schools to make new contacts and also follow up already member schools.
- Deal them about their queries about books and other helping materials.
- Daily update my working plan to my Area manager
- Working under the supervision of Area Manager

ENUMULATOR (Interviewer)	DIRECTORATE OF LABOUR-KPK	MAR 2022 to AUG 2022
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- Day by Day challenges
- Working as “enumerator” in CHILD LABOUR SURVAY.
- Working on online forms using tablets (CAPI).
- Visit different areas and find out house hold in given list.
- Arrange and discussed about survey purpose in community and get useful information from targeted people.
- Provide IT related help to my team as well.

HIS Officer	MERF (NGO) Government General hospital, Nishtarabad Peshawar	April 2021 to Till Date
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- Day by Day challenges
- Working under the supervision of an IT Supervisor and DMS
- Maintain the online MIS system
- Working on 2 online MIS systems 1st for hospital EMR and 2nd for health office in Islamabad.
- Generate weekly, monthly reports, etc.
- Make sure to run all system smoothly and effectively.

ACADEMIC QUALIFICATION:**BCS (Hons), Computer Science****MAJOR:** Networking, computer programming(c++,c#), DBMS (Oracle,MS-Access)

City University of Peshawar, Pakistan 2015

MINOR: Accounts, Data Mining**PERSONAL DATA:**

Gender:	Male	Religion:	Islam (Suni)
Date of Birth:	October 02, 1992	Marital Status:	Married
Nationality:	Pakistani	Father Name:	Aurangzeb Gul
CNIC:	17301-7051954-9	Passport No:	AU4799542

LANGUAGES:

English:	Listen-Speak-Read-Write
Urdu:	Listen-Speak-Read-Write
Pashto:	Listen-Speak

Summary of Achievements:

- 2nd Position in University competition in Computer Networking Domain.
- 2nd Position in Quiz Competition in all Subjects in City University.
- Arrange Inter and Intra University Competitions in City University, university award me a Good Organizer Certificate.
- Training on Pakistan Infections Diseases MIS Government of Kp.
- Organizer at Research Poster Competition in CS department City University.

Professional References

Will be provided on request