

Personal Details

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ADDRESS	CHAMAN HOUSING SCHEME, QUETTA

Education

BSCS 3.22

University Of Baluchistan, Quetta (2022)

Intermediate 777

Baluchistan Board of Intermediate and Secondary Education Quetta (2018)

Matriculation 650

Baluchistan Board of Intermediate and Secondary Education (2016)

WORK EXPERIENCE'S

One Year Worked As a ICT Manager at The Smart School

Over all responsibilities

Overseeing IT Infrastructure: Manage the organization's overall IT infrastructure, including hardware, software, networks, Internet Issues

Strategic Planning: Develop and implement strategic plans for IT systems and infrastructure to align with the organization's goals and future needs.

Team Management: Working with team management to solve issues

Security Management: Implement and maintain robust security measures to safeguard the organization's data, networks, systems, and information assets from viruses.

Policy Development and Compliance: Develop and enforce IT policies, procedures, and protocols to ensure compliance with regulatory requirements and industry standards.

Stakeholder Communication: Communicate IT initiatives, progress, and potential issues to key stakeholders within the organization, including senior management and department heads.

User Support and Training: Provide technical support to end-users, troubleshoot issues, and conduct training sessions to enhance employees and students IT skills and knowledge.

Technology Evaluation and Implementation: Research and evaluate new technologies, recommend upgrades or enhancements, and oversee the implementation of new systems or software.

Also Worked on Data

Experience in Data Cleansing: Proficient in utilizing Excel's functions and tools to clean and preprocess raw datasets. Skilled in identifying and rectifying inconsistencies, missing values, duplicates, and outliers, ensuring data accuracy and integrity for further analysis.

Data Validation and Standardization: Demonstrated expertise in validating data entries, performing standardization, and applying formatting rules using Excel's built-in features. Able to create robust validation rules and data cleaning procedures to maintain high-quality datasets.

• Student Reports in Excel:

Report Generation and Analysis: Proficient in creating comprehensive student reports using Excel, incorporating charts, pivot tables, and formulas to present data-driven insights effectively. Skilled in summarizing academic performance, attendance records, and behavioral trends to aid decision-making processes.

Data Visualization and Interpretation: Proficient in translating raw student data into meaningful visual representations (graphs, charts, and tables) in Excel. Capable of interpreting trends, patterns, and outliers in student performance to facilitate informed decision-making for academic improvement strategies.

Currently Working as Computer Operator from last 7th Months at NetCafe

Over all responsibilities

Assists customers with various tasks such as logging in, accessing the internet, printing documents, scanning, downloading files, and using software applications.

Provide technical support to customers who encounter issues with computers, internet connectivity, software programs, or peripheral devices such as printers and scanners.

Responsible for maintaining the computers, peripherals, and network equipment in good working condition. This includes routine maintenance tasks such as cleaning computers, replacing peripherals, and troubleshooting hardware issues.

Ensuring that software applications are installed and updated regularly on the computers in the net cafe. This may include web browsers, office productivity software, antivirus programs, and other applications commonly used by customers.

Certifications

- ✓ **CCNA**
- ✓ **GOOGLE IT SUPPORT**
- ✓ **NETWORKING (CISCO)**
- ✓ **COMPUTER AND OFFICE PRODUCTIVITY SOFTWARE**
- ✓ **BUSINESS ANALYTICS WITH EXCEL**
- ✓ **Preparing Data for Analysis with Microsoft Excel**
- ✓ **DIT**
- ✓ **DIGITAL MARKETING**
- ✓ **FREELANCING**

Computer Skills

- ✓ English Typing Speed is 50wpm
- ✓ Urdu Typing
- ✓ Microsoft Word
- ✓ MS Excel
- ✓ MS Power Point
- ✓ Data Cleaning
- ✓ Data Filtering, Sorting
- ✓ Letter writing
- ✓ Reports preparations
- ✓ Tables
- ✓ Graphs, Charts.
- ✓ Page layout and print setup

Interpersonal Skills

- ✓ Excellent research skills.
- ✓ Excellent Management skills.
- ✓ Data Analysis, Compilation and collection skills.
- ✓ Excellent Communication skills in English, Urdu and Pashto.
- ✓ Function well both independently and as a team member.
- ✓ Conflict resolver.
- ✓ Enjoying facing challenges.
- ✓ Have an extremely hard working nature.

Personal Interests

- ✓ Technology and Innovation: Interest in technology, Networking, Coding, app development, or experimenting with new gadgets can indicate a passion for innovation, problem-solving, and staying updated with technological advancements
- ✓ Activities like hiking, camping, or gardening portray a love for the outdoors, resilience, and a balanced lifestyle.
- ✓ Learning New Skills
- ✓ Hard Working

Language

- ✓ English
- ✓ Urdu
- ✓ Pashto

Objective

I want to be pragmatic by putting my knowledge into practice. My passion is to achieve excellence in my working environment. I want to enrich my professional career in a challenging, progressive, competitive & responsibility driven environment that can help me develop & enhance my research & decision making skills.